

-NOTICE OF A PUBLIC MEETING-
Governmental Body: Van Meter City Council
Date of Meeting: Monday, May 13, 2013
Time/Place of Meeting: 7:00 p.m. – City Hall, 505 Grant St

Business Meeting Agenda:

1. Call to Order
2. Approval of Agenda
3. Introductions
4. Citizens Hearing
5. Consent Agenda:
 - a. Minutes of April 8, May 8, and May 10, 2013 Council Meetings
 - b. April Claims list
 - c. April Financial Statements
 - d. Authorize the Mayor to sign a letter of interest in Associate Membership to the Des Moines Metropolitan Area Planning Organization.
 - e. Resolution ordering construction of certain public improvements (Main Street Extension), approving preliminary plans, and fixing a date for a hearing thereon and taking of bids therefor
 - f. Accept applications for voluntary annexation from JSC Properties and Diligent Development and set a date and time for a public hearing on the annexation for June 10, 2013 at 7:00PM
 - g. Casey's Cigarette and Tobacco Permit
6. Approve a resolution establishing a Tobacco Free Policy for Parks and Trails in the City of Van Meter – Presented by Beth Turner of the American Lung Association
7. Discussion and Guidance on the Hilltop Development - Jerry Oliver/Knapp Properties.
8. Public Hearing - Resolution Adopting a Budget Amendment for FYE June 30, 2013.
9. Public Hearing – On proposed plans, specifications, form of contract and estimate of cost for the Safe Routes to School PCC Sidewalk Project
10. Public Hearing – On the first reading of an ordinance amending the Code of Ordinances adding a new chapter titled “RAGBRAI Ordinance – Miscellaneous Permits.” Consideration will be given to waiving readings two and three and proceeding immediately to approval and adoption.
11. Public Hearing - On the first reading of an ordinance amending the code of ordinances amending the Chapter concerning “Water Rates” by increasing the minimum monthly charge by \$5.00 for in town customers and \$10 for out of town customers. Consideration will be given to waiving readings two and three and proceeding immediately to approval and adoption.
12. Public Hearing – On the first reading of an ordinance amending the code of ordinances amending the chapter concerning the “Council” by setting the Council’s annual compensation at \$1,500/per year per member. Consideration will be given to waiving readings two and three and proceeding immediately to approval and adoption.
13. Public Hearing – On the first reading of an ordinance amending the code of ordinances amending the chapter concerning the “Mayor” by setting the Mayor’s annual compensation at \$5,000/per year. Consideration will be given to waiving readings two and three and proceeding immediately to approval and adoption.
14. Reorganization Plan Discussion and Guidance.
 - a. Set a Date and Time for a public hearing on the public safety code amendments for June 10, 2013.
15. RAGBRAI Discussion and Guidance.
16. Reports:-

<ol style="list-style-type: none">a. Parksb. Libraryc. Fired. Policee. Public Works	<ol style="list-style-type: none">f. Attorneyg. Engineerh. Councili. Mayorj. City Administrator
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17. Adjourn

Date Posted: May 10, 2013

BY: Jake Anderson, City Administrator

Support for: Agenda Item #4

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Citizens Hearing

Submitted for:
Information

Recommendation:

Sample Motions:

<div><div><div><input checked="" type="checkbox"/> Initial Incident</div><div><input type="checkbox"/> Supplemental</div></div><div><div>Van Meter Police Department</div><div>Incident Report</div></div></div>										Case Number 2013-0139								
										ORI IA0250700								
V I C T I M	Reported By BRANDON WALKUP		<input type="checkbox"/> Victim		Address (Street, City, State, Zip) 700 DEBRA DRIVE VAN METER, IOWA 50261			Phone 515-996-9004		Reported (day, date, time) THUR. 4-25-13 1526 HRS								
	Victim Sequence # 1		Name (Last, First, Middle) CASEY'S GENERAL STORES #1493		Address (Street, City, State, Zip) 700 DEBRA DRIVE VAN METER, IOWA 50261			Phone 996-9004										
T Y P E	Type of Victim (check only one): <input type="checkbox"/> I - Individual <input type="checkbox"/> F - Financial <input checked="" type="checkbox"/> B - Business <input type="checkbox"/> G - Government <input type="checkbox"/> R - Religious <input type="checkbox"/> S - Society-Public <input type="checkbox"/> O - Other <input type="checkbox"/> U - Unknown																	
	<input type="checkbox"/> R - Resident <input type="checkbox"/> N - Non-Resident <input type="checkbox"/> U - Unknown		<input type="checkbox"/> W - White <input type="checkbox"/> B - Black <input type="checkbox"/> A - Asian		<input type="checkbox"/> I - Indian <input type="checkbox"/> U - Unknown		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unknown		DOB or Age		<input type="checkbox"/> H - Hispanic <input type="checkbox"/> N - Non Hispanic <input type="checkbox"/> U - Unknown							
M I N J U R Y	Type of Injury (check up to five) <input type="checkbox"/> L - Severe Lacerations <input type="checkbox"/> T - Loss of Teeth				<input type="checkbox"/> S - Scalds/Burns <input type="checkbox"/> O - Other Major Injury <input type="checkbox"/> M - Minor Injury (bruises,abrasions,minor lacerations,sprains)				<input type="checkbox"/> P - Possible Internal Injuries <input type="checkbox"/> U - Unconsciousness <input type="checkbox"/> B - Broken Bones/Skull Fracture									
									<input type="checkbox"/> N - None									
I N F O R M A T I O N	Date Occurred From: 3-1-13 To: 4-25-13				Time Occurred From: 0000 To: 2359		Day of the Week <input checked="" type="checkbox"/> S <input checked="" type="checkbox"/> M <input checked="" type="checkbox"/> T <input checked="" type="checkbox"/> W <input checked="" type="checkbox"/> Th <input checked="" type="checkbox"/> F <input checked="" type="checkbox"/> Sat		Special Reports: <input type="checkbox"/> Bias Crime <input type="checkbox"/> Domestic Abuse <input type="checkbox"/> LEOKA									
I N F O R M A T I O N	Offense #	Offense			State/City Statute		UCR Offense Code		Activity		Status		Location*		Weapon Type (s)			
	1	CRIMINAL MISCHIEF 3RD			716.5		290				<input type="checkbox"/> A - Attempted <input type="checkbox"/> C - Completed		07		99			
I N F O R M A T I O N											<input type="checkbox"/> A - Attempted <input type="checkbox"/> C - Completed							
											<input type="checkbox"/> A - Attempted <input type="checkbox"/> C - Completed							
I N F O R M A T I O N	Location (s) of Offense (s): 700 DEBRA DRIVE VAN METER, IOWA 50261																	
D E T A I L S	01 Air/bus/Train Terminal	09 Drug Store/Dr's Office/Hospital			17 Liquor Store			25 Other Unknown										
	02 Bank/Savings & Loan	10 Field/Woods			18 Parking Lot/Garage			26 Park										
E V E N T S	03 Bar/Night Club	11 Government/Public Building			19 Rental/Storage Facility*			27 Farm Residence										
	04 Church/Synagogue/Temple	12 Grocery/Supermarket			20 Residence/Home			28 Farm Buildings										
N O T E S	05 Commercial/Office Building	13 Highway/Road/Alley			21 Restaurant			29 Other Farm										
	06 Construction Site	14 Hotel/Motel/Etc.*			22 School/College													
T Y P E	07 Convenience Store	15 Jail/Prison			23 Service/Gas Station			* If #14 or #19 are indicated specify number of units entered:										
	08 Department/Discount Store	16 Lake/Waterway			24 Specialty Store (TV, Fur, Etc)													
T Y P E	Type of Weapon/Force Involved Codes:				11A Automatic Firearm		15A Other Auto Firearm		60 Explosives		95 Unknown							
	11 Firearm (type not stated)				12A Automatic Handgun		35 Motor Vehicle		65 Fire		99 None							
T Y P E	12 Handgun				13A Automatic Rifle		40 Hands/Fists/Feet/Etc.		70 Narcotics/Drugs									
	13 Rifle				14A Automatic Shotgun		50 Poison		90 Other									
T Y P E	Method of Entry: <input type="checkbox"/> Forcible <input type="checkbox"/> No Force <input type="checkbox"/>				Point of Entry: <input type="checkbox"/> Door <input type="checkbox"/> Window <input type="checkbox"/> Roof <input type="checkbox"/> Other													
V E H I C L E	Loss Code		Property Code		LIC		LIS		LIY		LIT		VIN		# Stolen		# Recovered	
	Color		Year		Make		Model		Style		Date of Recovery		Estimated Value					
I N F O R M A T I O N	Loss Code	Property Code	Estimated Quantity	Item stolen, seized, burned, lost, found, or destroyed Include Make, Model, Size, Type, Serial #, Color, Etc.								Estimated Value		Date of Recovery				
	4	30	1	METAL SHED WALL								200.00						
I N F O R M A T I O N	4	99	1	CHAIN LINK FENCE GATE								250.00						
	4	99	1	CHAIN LINK FENCE GATE LOCK								200.00						
I N F O R M A T I O N	4	99	1	CHAIN LINK FENCE GATE								250.00						
I N F O R M A T I O N																		
I N F O R M A T I O N																		
I N F O R M A T I O N	Loss Codes 1 None 2 Burned 3 counterfeited 4 damaged/destroyed 5 recovered 6 seized 7 stolen 8 unknown												TOTAL VALUE		900.00			
P R O P E R T Y	Property Codes:																	
P R O P E R T Y	01 aircraft	13 firearms			26 radios/TVs/VCRs			38										

OFFENSES	Check One: Offender <input type="checkbox"/> Suspect		Offender Sequence #		Name (last, first, middle)			Nickname/Alias		Address (street, city, state, zip)								
	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian		<input type="checkbox"/> Indian <input type="checkbox"/> Unknown		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unknown		DOB or Age		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic <input type="checkbox"/> Unknown		Height		Weight		Eyes		Hair	
	SOC/OLN		Relationship of victim # to offender:			Relationship of victim # to offender:			Arrest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Offender suspected of using (check as many as apply): <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Computer Equipment <input type="checkbox"/> Not Applicable				Offender Present <input type="checkbox"/> Yes <input type="checkbox"/> No			
	LIC		LIS		LIY		LIT		VIN									
	Color		Year		Make		Model		Style		Additional Descriptors							
	Check One: Offender <input type="checkbox"/> Suspect		Offender Sequence #		Name (last, first, middle)			Nickname/Alias		Address (street, city, state, zip)								
	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian		<input type="checkbox"/> Indian <input type="checkbox"/> Unknown		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Unknown		DOB or Age		<input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic <input type="checkbox"/> Unknown		Height		Weight		Eyes		Hair	
	SOC/OLN		Relationship of victim # to offender:			Relationship of victim # to offender:			Arrest: <input type="checkbox"/> Yes <input type="checkbox"/> No		Offender suspected of using (check as many as apply): <input type="checkbox"/> Alcohol <input type="checkbox"/> Drugs <input type="checkbox"/> Computer Equipment <input type="checkbox"/> Not Applicable				Offender Present <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Relationship Codes: SE-Spouse CS- Common-Law Spouse PA-Parent SB-Sibling		CH-Child GP-Grandparent GC-Grandchild IL-In Law SP-Stepparent		SC-Stepchild SS-Stepsibling OF-Other Family Member AQ-Acquaintance FR-Friend		NE-Neighbor BE-Babysitter BG-Boyfriend/Girlfriend CF-Child of Boyfriend/ Girlfriend		HR- Homosexual Relationship XS-Ex-Spouse EE-Employee ER-Employer		OK-Otherwise Unknown RU-Relationship Unknown ST-Stranger							
	Referrals: <input type="checkbox"/> None <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Shelter <input type="checkbox"/> Medical <input type="checkbox"/> Counseling <input type="checkbox"/> Financial Assistance <input type="checkbox"/> Other		Children: <input type="checkbox"/> Present-Unharmed <input type="checkbox"/> Present-Harmed <input checked="" type="checkbox"/> None Present			Evidence Collected: <input checked="" type="checkbox"/> Photos <input type="checkbox"/> Fingerprints <input type="checkbox"/> Other Evidence												
WIT	Witness(s) Name (Last,First,Middle)				Address (Street,City,State,Zip)				Home Phone				Business Phone					
	# 1																	
	#2																	
NARRATIVE	ON 4-25-13 AT APPROXIMATELY 3:00 P.M. I RECEIVED INFORMATION REFERENCE DAMAGE THAT HAD BEEN DONE TO THE GARBAGE CONTAINMENT AREA AT CASEY'S GENERAL STORE. CITY ADMINISTRATOR ANDERSON ADVISED THAT A CASEY'S CORPORATE EMPLOYEE HAD CALLED REPORTING THE DAMAGE. I RESPONDED AND SPOKE WITH BRANDON WALKUP, CASEY'S MANAGER, REFERENCE THE DAMAGE.																	
	HE ESCORTED ME TO THE CONTAINMENT AREA AND SHOWED ME DAMAGE TO THE CONTAINMENT GATES, CONTAINMENT GATE LOCK, METAL AND THE WEST WALL ON THE METAL SHED THAT SITS TO THE EAST OF THE CONTAINMENT AREA. I NOTED THE GATES WERE BOWED AND PUSHED INTO THE POLES THEY HANG ON. THE GATE LOCK METAL WAS FORCED SIDEWAYS AND THE EAST GATE HAD BEEN PUSHED BACK INTO THE SHED CAUSING DAMAGE. IT APPEARS THE GATES HAD BEEN STRUCK BY A VEHICLE. I PHOTOGRAPHED THE DAMAGE.																	
	MR. WALKUP STATED THAT HE BELIEVED THE DAMAGE WAS DONE BY WASTE CONNECTIONS EQUIPMENT WHEN THEY WERE PICKING UP THE TRASH. I ASKED HIM IF ANY EMPLOYEE OR WITNESS OBSERVED A WASTE CONNECTIONS VEHICLE DO THE DAMAGE AND HE SAID THEY DID NOT BUT THAT IT DOESN'T MAKE SENSE THAT ANYONE ELSE WOULD DO THE DAMAGE. I ASKED WHEN THE DAMAGE ACTUALLY HAPPENED AND HE STATED THAT IT HAPPENED IN THE LAST MONTH AND HALF. THE FIRST TIME IT WAS NOTICED WAS THE SNOW IN MARCH. HE ADVISED THAT CONVERSATION HAD BEEN HAD WITH WASTE CONNECTIONS AND THAT CORPORATE OFFICIALS HAD COME AND LOOKED AT THE DAMAGE.																	
	I THEN CALLED WASTE CONNECTIONS AT 515-265-7374. I WAS DIRECTED TO MIKE. HE ADVISED THAT HE HAD RECEIVED A TELEPHONE CALL FROM JEFF AT CASEY'S CORPORATE AND THAT NORMALLY THESE ISSUES ARE RESOLVED THROUGH THE ENTITIES TALKING. HE STATED THAT THEIR DRIVER DOCUMENTED DAMAGE TO THE SAME AREA PRIOR TO THE DAMAGE BEING REPORTED BY CASEY'S. HE STATED THAT THE DRIVERS ARE REQUIRED TO DOCUMENT DAMAGE THEY FIND BEFORE CLEARING WASTE. MIKE ADVISED THAT HE WOULD SPEAK WITH CASEY'S CORPORATE, HOWEVER, HE DENIED THEIR COMPANY DID ANY OF THE DAMAGE.																	
	AT THE TIME OF THIS REPORT THIS MATTER IS SUSPENDED PENDING FURTHER LEADS.																	
	<input type="checkbox"/> Continued on Supplement																	
STATUS	<input type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive <input type="checkbox"/> Cleared by Arrest <input type="checkbox"/> Unfounded		Exceptional Clearance: <input type="checkbox"/> suspect/offender dead <input type="checkbox"/> prosecution declined <input type="checkbox"/> extradition denied				<input type="checkbox"/> warrant issued <input type="checkbox"/> victim refused to cooperate <input type="checkbox"/> juvenile-no custody <input type="checkbox"/> not applicable				Reporting Officer: <i>William J. Daggott</i>				ID # <i>800</i>			
											Supervisor: <i>William J. Daggott</i>				ID# <i>800</i>			
			Exceptional Clearance Date:								Entered By:							

Support for: Agenda Item #5

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Consent Agenda

Submitted for:
Action

Recommendation:
Approval

Sample Motions:
I move to approve the Consent Agenda as presented/revised.

City of Van Meter, Iowa
City Council Minutes – 4-8-2013

- 1) The Van Meter City Council met for a regular council meeting on Monday, April 8, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 7:01PM. The following council members were present upon roll call: Richard Booge, Kim Sacker, Bob Lacy, Becca Wiederholt, and Adam Coyle.

Also present were, Nyla Peeler, Police Reserve Nominee Brandon Carter, City Attorney Erik Fisk, and City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Wiederholt. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams opened the citizens hearing. Hearing no public comment Mayor Adams closed the public hearing.
- 5) Mayor Adams reviewed the consent agenda, and asked for discussion. City Administrator Jake Anderson noted amendments to the claims list. Mayor Adams asked for a motion to adopt, "A Resolution Adopting the Revised Consent Agenda." which included the following:
 - a. Minutes of the March 11, 2013 council meeting
 - b. March Claims list

ACCO	\$ 534.00
AG SOURCE LABORATORIES	\$ 248.00
AMANDA DURFLINGER	\$ 75.00
AVENET LLC	\$ 350.00
CARE	\$ 100.00
CASEY'S GENERAL STORE	\$ 1,095.37
CENTURY LINK	\$ 330.44
CITY OF DESOTO	\$ 900.00
CITY OF VAN METER	\$ 72.00
CRETEX CONCRETE PRODUCTS	\$ 201.00
CULLIGAN	\$ 30.45
DALLAS CO PUBLIC HEALTH	\$ 230.00
DALLAS CO RECORDER	\$ 21.00
DALLAS COUNTY NEWS	\$ 390.23
DAVES QUILTS	\$ 30.00
DELTA DENTAL	\$ 350.99
DEPT OF ADMINSITRATIVE	\$ 500.00
EFTPS	\$ 2,330.70
ENGINEERED SYSTEMS INC	\$ 202.61
HEARTLAND COOP	\$ 424.72
HOTSY CLEANING SYSTEM	\$ 113.03
ILEA	\$ 360.00
IPERS	\$ 2,964.16
ISU EXTENSION	\$ 220.00
JANICE MILLER	\$ 359.06

KIMBERLY KNAPP	\$ 3,520.00
MAGAZINE LINE	\$ 19.95
MAINSTAY	\$ 438.00
MATHESON TRI GAS INC	\$ 33.52
MIDAMERICAN ENERGY	\$ 2,236.13
MUNICIPAL SUPPLY INC	\$ 1,639.50
OFFICE DEPOT	\$ 81.94
PETTY CASH	\$ 104.24
SQUARE, INC	\$ 7.70
STATE LIBRARY OF IOWA	\$ 35.00
THE HARTFORD	\$ 209.38
TREAS - STATE OF IOWA W/H	\$ 956.00
US POSTMASTER	\$ 185.38
UTILITY EQUIPMENT CO	\$ 21.85
VEENSTRA & KIMM INC	\$ 623.80
VM REC FOUNDATION	\$ 7,644.76
WASTE CONNECTIONS	\$ 5,712.95
WELLMARK	\$ 3,866.49
WELLS FARGO CC	\$ 1,777.30
WHITFIELD & EDDY PLC	\$ 1,593.00
*****TOTAL*****	\$ 43,139.65

c. March Financial Statement/Quarterly Investment Report

ACCOUNT TITLE	RECEIVED	DISBURSED
001 GENERAL	\$ 17,922.52	\$ 27,538.06
051 LIBRARY TECHNOLOGY FUND	\$ 0.01	\$ -
110 ROAD USE TAX	\$ 10,668.11	\$ 7,165.04
112 EMPLOYEE BENEFITS	\$ 1,487.88	\$ 3,307.84
119 EMERGENCY FUND	\$ 121.48	\$ -
125 TIF-CR ESTATE	\$ 3,015.55	\$ -
180 PARK/REC TRUST FUND	\$ 0.13	\$ -
182 LIBRARY TRUST FUND	\$ 0.16	\$ -
183 VM COMMUNITY BETTERMENT	\$ -	\$ 50.00
200 DEBT SERVICE	\$ 1,497.29	\$ -
600 WATER	\$ 7,397.68	\$ 13,981.38
610 SEWER	\$ 10,912.57	\$ 8,873.61
*****TOTAL*****	\$ 53,023.38	\$ 60,915.93

- d. Approve the insurance renewal with EMC
- e. Approve the appointment of Brandon Carter as a Reserve Police Officer
- f. Set a date for a public hearing on a proposed ordinance increasing the minimum monthly water rates by \$5.00 per month for in town customers and \$10.00 per month for out of town customers - 7:00PM on May 13, 2013 at City Hall.
- g. Set a date for a public hearing on plans, specifications, form of contract and estimate of cost for the Safe Routes to School PCC Sidewalk Project – 7:00PM on May 13, 2013 at City Hall.
- h. Pre-annexation agreement with Diligent Development
- i. Pre-annexation agreement with JSC Properties

Lacy moved supported by Coyle to adopt and approve Resolution #2013-14, "A Resolution Adopting the Revised Consent Agenda." On roll call the votes were as follows: Lacy – YES; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed and adopted.

- 6) Mayor Adams asked City Administrator Anderson for an explanation of the proposed resolution relating to financing of a proposed project to be undertaken by the City of Van Meter, Iowa establishing compliance with reimbursement bond regulations under the Internal Revenue Code. Anderson explained that the measure allowed the City to cash flow the planning, design, and construction of improvements and extensions to the municipal water works and sanitary sewer utilities related to the site certification project and the acquisition, equipping and improving of the municipal recreation complex. Moved by Lacy supported by Wiederholt to approve and adopt Resolution #2013-15. Passed unanimously.
- 7) Mayor Adams asked City Administrator Anderson for an explanation of the proposed resolution approving an agreement with Dallas County Iowa for the collection of parking fines. Anderson noted that under the proposed agreement the Dallas County Treasurers office would collect unpaid parking fines for the City of Van Meter at the time vehicle registration is due for renewal. Lacy moved supported by Sacker to approve Resolution #2013-16. Passed unanimously.
- 8) Mayor Adams and the City Council discussed the discrepancy between the City Ordinance calling for Mayor and Council compensation specifically per meetings "of the Council" and the long standing practice of paying for any and all meetings attended. After much discussion about the appropriateness of the dollar amounts and the different compensation paradigms for local elected officials, Sacker moved that the City Council earn \$800 per year, the motion failed for a lack of a second. After further discussion and debate Booge moved supported by Wiederholt to direct staff to draft a proposal that the Mayor earn \$5,000 per year and the City Council each earn \$1,500 per year and that a date for a public hearing on the proposed ordinance amending the Code be set for May 13, 2013 at 7:00PM. On roll call the votes were as follows: Lacy – NO; Booge – YES; Sacker – YES; Wiederholt – YES; Coyle – YES; Motion passed. A formal proposal will be brought forward for public comment in May.
- 9) Mayor Adams asked City Administrator Anderson to present the proposed reorganization plan per budgetary discussions. Anderson noted that the reorganization plan calls for three overlapping, interconnected, and at times concurrent, phases that aim to group like governmental functions more closely together largely through the adoption of code amendments and overhauling job descriptions. Anderson explained that phase one calls for the development of an organizational chart, the utilization of the International City Management application procedure for local government recognition which provides a structure for putting in place the legal framework necessary for ensuring professional management, and Council Liaison assignments. Phase two calls for the development of a public safety department which would oversee police and fire department operations and provide for the professional administrator of the same. Phase three would integrate Administrative and Library staff which would require cross training and the eventual consolidation of store fronts into a single office which would be capable of handling library and administrative or "city hall" type services. Anderson noted that of all three phases phase two seemed to be coming together and asked that the City Council consider setting the date for a public hearing on the proposed ordinance amendments relevant to a public safety department. The City Council deferred asking that written feedback from the Police and Fire Departments be received prior to any such action.
- 10) Reports –

Councilmembers Coyle and Wiederholt reported on various aspects of being a pass-through town for RAGBRAI.

- 11) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Coyle. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Liz Thompson, City Clerk

City of Van Meter, Iowa
City Council Minutes – 5-8-2013

- 1) The Van Meter City Council met in special session on Wednesday, May 8, 2013 at City Hall. Mayor Allan Adams called the meeting to order at 5:30PM. The following council members were present upon roll call: Richard Booge, Bob Lacy, and Becca Wiederholt. Absent were Kim Sacker and Adam Coyle.

Also present was City Administrator Jake Anderson.

- 2) Mayor Adams asked for a motion to approve the agenda. Motioned by Lacy supported by Wiederholt. Passed unanimously.
- 3) Introductions were made.
- 4) Mayor Adams asked City Administrator Jake Anderson for an explanation of the proposal to approve the creation of a temporary part-time Marketing/Special Events intern position and to authorize the City Administrator to recruit and retain a candidate at an hourly wage between \$8 - \$10 per hour. Anderson explained that there are a number of special events and marketing projects that would benefit from the services of someone looking to begin a career in that profession. Lacy moved supported by Booge to approve the position and authorize the City Administrator to hire an intern within the previously stated parameters. Passed unanimously.
- 5) Having no other business Mayor Adams asked for a motion to adjourn. Moved by Lacy supported by Wiederholt. Passed unanimously.

_____ Allan B. Adams, Mayor

ATTEST

_____ Jake Anderson, City Administrator

City of Van Meter, Iowa
City Council Minutes – 5-10-2013

- 1) The Van Meter City Council met in special session on Friday, May 10, 2013 at City Hall. Mayor Pro Tem Becca Wiederholt called the meeting to order at 3:06PM. The following council members were present upon roll call: Bob Lacy, and Adam Coyle. Absent were Mayor Adams, Richard Booge, and Kim Sacker.

Also present was City Administrator Jake Anderson, Brenda Golwitzer, Leslie Herman, Cory Rhodes, Staci Lariviere, Hayli Irvin, Jon and Michele Beschen, Brandon Walkup, and Anne Isles.

- 2) City Administrator Jake Anderson and Mayor Pro Tem Becca Wiederholt briefed those in attendance on the various economic development efforts currently underway. Anderson gave an overview of the Site Certification Project, the Residential Building Permit Fee Waiver, the deconstruction of 416 West Street, the extension of Main Street, and the possibility of holding quarterly meetings with the business leaders.
- 3) Mayor Pro Tem Becca Wiederholt and City Councilmember Adam Coyle as co-chairs of the Van Meter RAGBRAI committee presented the planned route, the “one community” philosophy that has guided the policy formulation process, and then took some time for questions and answers.
- 4) Having no other business Mayor Pro Tem Wiederholt asked for a motion to adjourn. Moved by Lacy supported by Coyle. Passed unanimously.

_____ Becca Wiederholt, Mayor ProTem

ATTEST

_____ Jake Anderson, City Administrator

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE	VENDOR TOTAL	CHECK#	CHECK DATE

ACCOUNTS PAYABLE CLAIMS				

A+ COMMUNICATIONS & SECURITY	NEW PHONE LIBRARY	309.32		
ACCO	WATER CHEMICALS	332.00		
TYCO INTERGRATED SECURITY	QRTLY BILLING MAY-JULY	120.00		
AG SOURCE LABORATORIES	2	128.50		
ALLENDER BUTZKE ENG	GEOTECHNICAL EXPLORATION	8,450.00		
ARNOLD MOTOR SUPPLY	OIL & FILTER PUB WORKS	46.06		
BALDON HARDWARE	SHOP	82.48		
BOB LACY	MILEAGE - 1/17; 2/15; 3/1;	88.14		
BOBS AUTO PARTS	OIL & WIX - PAINT	28.63		
BRODART	LIBR SUPPLIES 295234	202.36		
BUTCH'S	SKIDLOADER BROOM - STRTS	350.00		
CARE	STUFF NEWSLETTER/UT BILLS MAY	50.00		
CASEY'S GENERAL STORE	PD GAS	750.73		
CENTURY LINK	CITY HALL	319.84		
CITY OF DESOTO	JOINT WATER PROJECT	750.00		
COMPASS BUSINESS SOLUTIONS	RACCOON RIVER DAYS MAGNETS	1,173.74		
CROSS DILLON TIRE	TIRE/REPAIR FOR TRACTOR	247.96		
CUISINE AT HOME	1 YR SUBSCRIPTION	24.00		
CULLIGAN	WATER 4 X 5 GALLONS	46.95		
DALLAS CO PUBLIC HEALTH NURSE	GILLESPIE HEP B	60.00		
DALLAS CO RECORDER	AGREEMENT	97.50		
DALLAS COUNTY NEWS	LEGAL PUBLICATIONS	239.71		
DANKO	ADAPTER/NOZZLE	2,802.00		
DELTA DENTAL	Employee Dental Ins	313.82	11178230	4/30/13
DEPT OF ADMINSITRATIVE	CERTIFIED PUBLIC MANAGER	250.00		
EFTPS	FED/FICA TAX	2,421.15	11178226	4/25/13
EFTPS	FED/FICA TAX	2,442.30	4,863.45	11178233 5/10/13
EMERGENCY SERVICES MARKETING	I AM RESPONDING	800.00	23656	4/29/13
ENGINEERED SYSTEMS INC	STRAINER WATER PUMP	319.50		
HEARTLAND COOP	FD DIESEL	246.00		
IA ASSOC OF MUNICIPAL UT	CCR CLASS	40.00		
ILEA	TRANSFER OF MMPI-2	15.00		
IOWA DEPARTMENT OF NATURAL RES	OPERATOR CERTIFICATION	240.00		
IPERS	IPERS	2,961.02	11178224	4/25/13
LOWE'S	SHOP/CITY HALL/FIRE DEPT	137.85		
MAINSTAY	LIBRARY COMPUTER	1,406.00		
MATHESON TRI GAS INC	OXYGEN	32.60		
MIDAMERICAN ENERGY	GAS/ELEC	2,129.04		
MUNICIPAL SUPPLY INC	STOP BOX/FLAGS/PAINT	68.40		
OFFICE DEPOT	PAPER/TAPE/FOLDERS/STAPLER	45.99		
OLYMPIA BOOK CORP	BOOKS	200.00		
OSTRANDER ENTERPRISES	WELL HEATER LABOR	333.00		
PROSOURCE SPECIALTIES LLC	BOOKMARKS, BRACELETS	179.00		
SQUARE, INC	CREDIT CARD TRANSACTION FEE	1.64	11178228	4/30/13
THE HARTFORD	Employee Life/Dis Insurance	209.38	11178231	4/30/13
TREAS - ST OF IA SALES TX	1st Quarter 2013 Sales Tax	1,661.00	11178232	4/08/13
TREAS - STATE OF IOWA W/H	STATE TAXES	957.00	11178225	4/25/13
US POSTMASTER	STAMPS X 3 ROLLS	138.00		
US POSTMASTER	MAY NEWSLETTER/UT BILLS	184.46	322.46	23658 4/30/13
VEENSTRA & KIMM INC	PROFESSIONAL SERVICES	8,696.54		
VERIZON WIRELESS	PD CELL	304.58		

ACCOUNTS PAYABLE ACTIVITY
CLAIMS REPORT

VENDOR NAME	REFERENCE		VENDOR TOTAL	CHECK#	CHECK DATE
VERIZON WIRELESS	PD CELL PHONE	324.27	628.85	23648	4/11/13
VAN METER RECREATION FOUNDATIO	APRIL LOST		7,644.76	23657	4/29/13
WASTE CONNECTIONS	GARBAGE CONTRACT		5,712.95		
WELLMARK	Employee Health Ins Benefits		3,098.49	11178229	4/09/13
WELLS FARGO	PD BADGES		913.85		
WENDY COOPER	BCLS CLASS X 12 PEOPLE		345.70		
WHITFIELD & EDDY PLC	LEGAL SERVICES		2,463.00		
**** PAID	TOTAL ****		23,019.29		
**** SCHED	TOTAL ****		40,916.92		
**** OPEN	TOTAL ****				
**** ON HOLD	TOTAL ****				
***** REPORT TOTAL *****			63,936.21		

ACCOUNTS PAYABLE ACTIVITY
CLAIMS DEPT SUMMARY

DEPT	DEPT NAME	TOTAL	CHECK#	DATE
------	-----------	-------	--------	------

	LIABILITIES	8,781.47		
	POLICE	1,243.12		
	EMERGENCY MANAGEMENT	11.56		
	FIRE	4,741.22		
	AMBULANCE	120.74		
	ROADS, BRIDGES, SIDEWALKS	5,020.70		
	STREET LIGHTING	213.85		
	GARBAGE	5,967.13		
	LIBRARY	981.51		
	PARKS	20.97		
	RECREATION	8,219.86		
	CEMETERY	52.84		
	ECONOMIC DEVELOPMENT	14,342.83		
	MAYOR/COUNCIL/CITY MGR	8.34		
	CLERK/TREASURER/ADM	2,458.37		
	LEGAL SERVICES/ATTORNEY	3,437.51		
	CITY HALL/GENERAL BLDGS	224.58		
	WATER	5,549.52		
	SEWER/SEWAGE DISPOSAL	2,540.09		



CITY OF VAN METER

Bank Reconciliation/Financial Summary - Month/Year: April 2013

Treasurer's Report

Book Balance, Beginning of Month:	\$903,280.84
Add: Total Revenues this Month: with transfers	\$254,084.92
Less: Total Expenditures this Month: with trans	(\$69,294.63)
Add: Δ Liability	\$0.00
Book Balance End of Month:	\$1,088,071.13

Bank Reconciliation

Checking Account Balance End of Month:	\$579,559.87
Less: Outstanding Transactions (Cash Report):	(\$16,346.89)
Adjusted Checking Account Balance:	\$563,212.98

Currency

Petty Cash: (res Nov 2004)	\$100.00
Change Fund:	\$30.00
Total Currency:	\$130.00

Investments: (Interest for month included)

IPAIT	
IPAIT – general	\$220,779.14
IPAIT – park	\$20,618.61
IPAIT – library	\$17,057.62
IPAIT – library/technology	\$1,186.98
IPAIT TOTAL:	\$259,642.35
Certificate of Deposit/ESB	\$250,000.00
Wells Fargo – savings acc't	\$15,085.80
Total Investments:	\$524,728.15

Total of Bank Statements End of Month	\$1,088,071.13
--	-----------------------

Difference:	\$0.00
--------------------	---------------

Note(s):

Verify: Mayor or Mayor Pro Tem:

SLT:REARP 5/03/13		CITY OF VAN METER		PAGE 1	
3:31		TREASURER'S REPORT		OPER: JA	
CALENDAR 4/2013, FISCAL 10/2013					
LAST MONTH		CHANGE IN			ENDING
ACCOUNT TITLE	END BALANCE	RECEIVED	DISBURSED	LIABILITY	BALANCE

001 GENERAL	28,458.61	84,454.15	23,911.73	.00	89,001.03
049 VEHICLE INSPECTION FUND	38,491.91	.00	.00	.00	38,491.91
051 LIBRARY TECHNOLOGY FUND	1,432.49	.01	.00	.00	1,432.50
052 PW-VEHICLE REPLACEMENT	7,000.00	.00	.00	.00	7,000.00
053 FD-VEHICLE REPLACEMENT	8,000.00	.00	.00	.00	8,000.00
054 VEHICLE REPLACEMENT-POLI	5,631.25	.00	.00	.00	5,631.25
055 VEHICLE REPLACEMENT-FIRS	3,000.00	.00	.00	.00	3,000.00
056 TECHNOLOGY REPLACEMENT-L	5,000.00	.00	.00	.00	5,000.00
057 BUILDING REPAIR RESERVE	3,000.00	.00	.00	.00	3,000.00
058 FARMERS MARKET	2,292.41	.00	.00	.00	2,292.41
110 ROAD USE TAX	260,385.74	7,121.16	4,949.18	.00	262,557.72
112 EMPLOYEE BENEFITS	36,399.34	23,518.26	3,310.43	.00	56,607.17
119 EMERGENCY FUND	10,714.86	2,111.66	.00	.00	12,826.52
121 LOCAL OPTION SALES TAX	.00	15,289.52	15,289.52	.00	.00
125 TIF-CR ESTATE	130,228.00	46,276.61	.00	.00	176,504.61
126 TIF-WH PINES SUBDIVISION	67,551.39	16,567.88	.00	.00	84,119.27
127 TIF-POLK CO. BANK	30,349.31	12,580.78	.00	.00	42,930.09
128 TIF-STANDBROUGH	.00	.00	.00	.00	.00
180 PARK/REC TRUST FUND	23,976.45	.15	.00	.00	23,976.60
181 PARK SUBDIVISION TRUST	.00	.00	.00	.00	.00
182 LIBRARY TRUST FUND	21,094.65	.18	543.87	.00	20,550.96
183 VM COMMUNITY BETTERMENT	2,064.25	.00	50.00	.00	2,014.25
184 CDBG/HOUSING PROJECT	.00	.00	.00	.00	.00
200 DEBT SERVICE	41,089.87	28,058.91	.00	.00	69,148.78
205 DEBT SERVICE-WATER	.00	.00	.00	.00	.00
213 DEBT SERVICE-LIFT STATIO	.00	.00	.00	.00	.00
300 SIDEWALK CAPITAL PROJECT	18,544.71-	.00	.00	.00	18,544.71-
500 CEMETARY-PERPETUAL CARE	11,900.00	.00	.00	.00	11,900.00
600 WATER	46,407.92	8,402.62	12,901.16	.00	41,909.38
606 WATER MAIN PROJECT	41,242.47	.00	.00	.00	41,242.47
610 SEWER	96,114.63	9,703.03	8,338.74	.00	97,478.92
612 DEBT SERVICE-SEWER LAGOO	.00	.00	.00	.00	.00

Report Total	903,280.84	254,084.92	69,294.63	.00	1,088,071.13



505 Grant Street
P.O. Box 160
Van Meter, Iowa 50261-0160

Telephone: 515-996-2644
Fax: 515-996-2207
www.cityofvanmeter.com

May 13, 2013

Todd Ashby
Executive Director
420 Watson Powell, Jr., Way, Suite 200
Des Moines, Iowa 50309

Dear Todd:

On behalf of the City of Van Meter I would like to express our interest in an associate membership to the Des Moines Area Metropolitan Planning Organization. The City of Van Meter is located in the southeast quadrant of Dallas County just 10 minutes west of West Des Moines along Interstate 80. At the 2010 Census Van Meter's population was 1016.

We believe that it is important to be good neighbors, good partners, and otherwise involved with our fellow governments in the greater Des Moines area. We respectfully request that you consider granting us an associate membership and we look forward to hearing from you.

Sincerely,

Allan B. Adams, Mayor

RESOLUTION NO. _____

RESOLUTION ORDERING CONSTRUCTION
OF CERTAIN PUBLIC IMPROVEMENTS,
APPROVING PRELIMINARY PLANS, AND FIXING A DATE FOR
HEARING THEREON AND TAKING OF BIDS THEREFOR

WHEREAS, it is deemed advisable and necessary to construct certain public improvements described in general as Main Street Improvements, and has caused to be prepared preliminary plans, specifications and form of contract, together with estimate of cost, on file in the office of the Clerk for public inspection, for the construction of said public improvements, and said preliminary plans, specifications and form of contract are deemed suitable for the making of said public improvements; and

WHEREAS, before said preliminary plans, specifications, form of contract and estimate of cost may be adopted, and contract for the construction of the public improvements entered into, it is necessary, pursuant to Chapter 26 of the Code of Iowa, to hold a public hearing and to advertise for bids,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VAN METER, IOWA:

Section 1. That it is hereby determined that it is necessary and advisable to construct certain public improvements described in general as Main Street Improvements, in the manner set forth in the preliminary plans and specifications and form of contract, above referred to, the cost thereof to be paid in accordance with the provisions as set out in the published Notice of Hearing and Letting, said public improvements being more generally described as follows:

MAIN STREET IMPROVEMENTS

The project involves paving of approximately a 300-foot long extension of Main Street along the north side of the American Legion building currently under construction. In addition to paving the extension of Main Street the project includes the regrading of approximately 200 feet of ditch as the stormwater outlet; and miscellaneous associated work, including cleanup.

Section 2. That the amount of bid security to accompany each bid shall be in an amount which shall conform to the provisions of the notice to bidders approved as a

part of said specifications; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice to bidders once in the Dallas County News & Roundup, a legal newspaper, printed wholly in the English language, published at least once weekly and having general circulation in this City. Publication shall not be less than four clear days nor more than forty-five days prior to May 21, 2013, which is hereby fixed as the date for receiving bids. Said bids are to be filed prior to 2:45 P.M. on said date; and,

BE IT FURTHER RESOLVED, that bids shall be received and opened at a public meeting as provided in the public notice and the results of said bids shall be considered at a meeting of this Council on May 21, 2013, at 3:00 P.M.; and,

BE IT FURTHER RESOLVED, that the City Clerk is hereby designated as the authority to receive and open said bids on behalf of the City of Van Meter, Iowa; and,

BE IT FURTHER RESOLVED, that the Clerk be and is hereby directed to publish notice of hearing once in said newspaper, said publication to be not less than four clear days nor more than twenty days prior to the date hereinafter fixed as the date for a public hearing on the final plans, specifications, form of contract and estimate of cost for said project, said hearing to be at 3 o'clock P.M. on May 21, 2013.

PASSED and ADOPTED this _____ day of _____, 2013

Allan Adams,
Mayor

ATTEST:

Jake Anderson,
City Administrator

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: The West Half (W1/2) of the Northwest Quarter (NW1/4) of
Section 35, Township 78 North, Range 27 West of the 5th
P.M., Dallas County, Iowa

I hereby make application to the City of Van Meter, Iowa, to annex the land described above which is generally shown on the map attached hereto as Exhibit "A". In support of this application I represent and warrant as follows:

1. I am the sole owner(s) of the Land described above.
2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

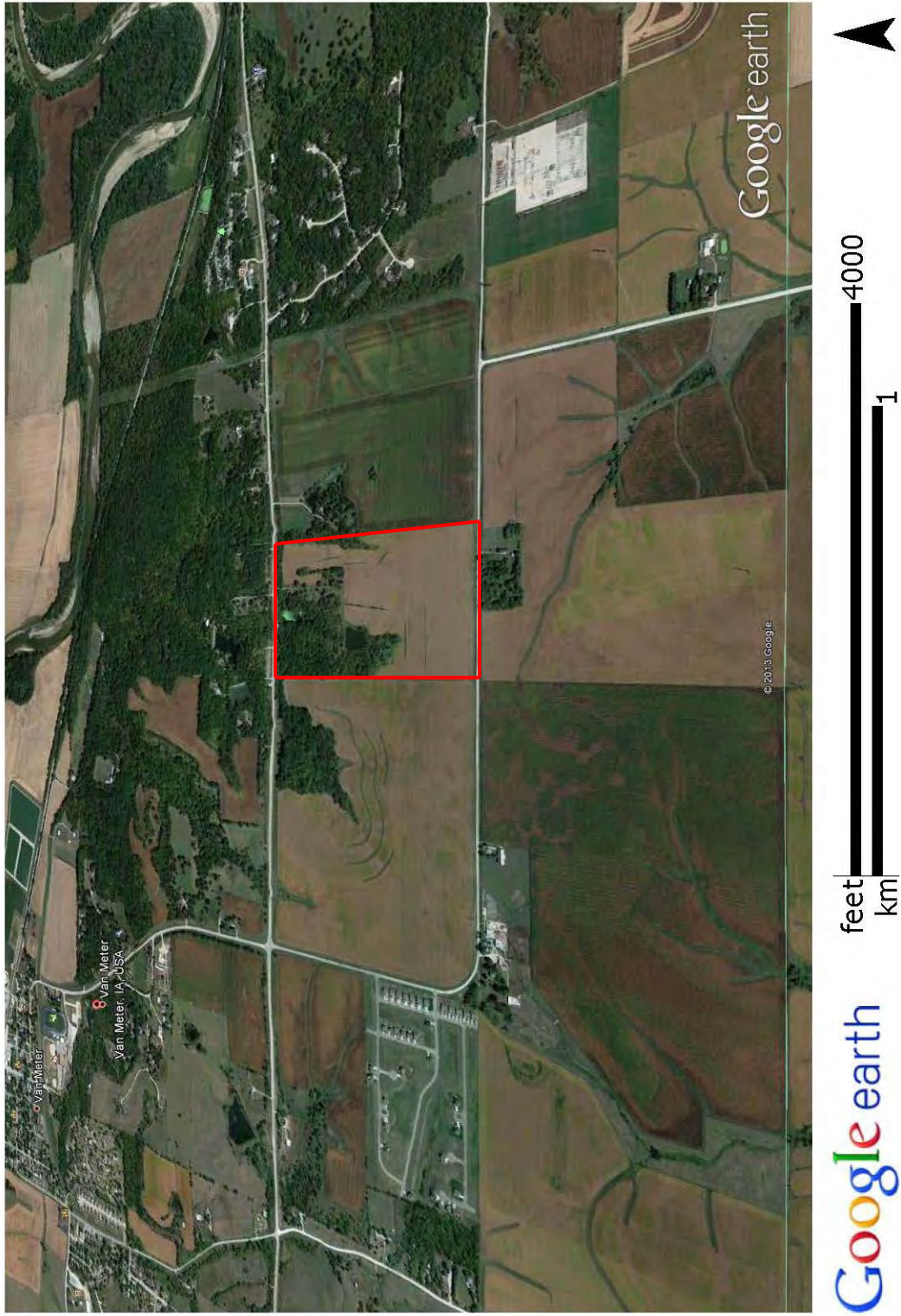
JSC PROPERTIES, INC.

By: Paul D. Hayes 4/25/13
Paul D. Hayes Date
Its: President

EXHIBIT "A"



EXHIBIT "A"



APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: THE NORTH HALF OF THE SOUTHWEST QUARTER (N1/2 SW1/4) AND THE
SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW 1/4 OF THE SW 1/4)
OF SECTION THIRTY-FIVE (35), TOWNSHIP SEVENTY-EIGHT (78) NORTH, RANGE
TWENTY-SEVEN (27) WEST OF THE FIFTH P.M., DALLAS COUNTY, IOWA.

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LAND CONCEPTS, LLC

By: Steve B... 4-26-13
Date

Its: Manager

CHICKENFOOT HOLDINGS, LLC

By: _____
Date

Its: _____

FRANDSON PROPERTIES, LLC

By: _____
Date

Its: _____

GES PROPERTIES, LLC

By: _____
Date

Its: _____

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: THE NORTH HALF OF THE SOUTHWEST QUARTER (N1/2 SW1/4) AND THE
SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW ¼ OF THE SW ¼)
OF SECTION THIRTY-FIVE (35), TOWNSHIP SEVENTY-EIGHT (78) NORTH, RANGE
TWENTY-SEVEN (27) WEST OF THE FIFTH P.M., DALLAS COUNTY, IOWA.

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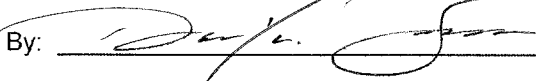
1. I am the sole owner(s) of the Land described above.
2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

LAND CONCEPTS, LLC

By: _____
Date

Its: _____

CHICKENFOOT HOLDINGS, LLC

By:  4/25/13
Date

Its: Managing member

FRANDSON PROPERTIES, LLC

By: _____
Date

Its: _____

GES PROPERTIES, LLC

By: _____
Date

Its: _____

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: THE NORTH HALF OF THE SOUTHWEST QUARTER (N1/2 SW1/4) AND THE
SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW ¼ OF THE SW ¼)
OF SECTION THIRTY-FIVE (35), TOWNSHIP SEVENTY-EIGHT (78) NORTH, RANGE
TWENTY-SEVEN (27) WEST OF THE FIFTH P.M., DALLAS COUNTY, IOWA.

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2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

LAND CONCEPTS, LLC

By: _____
Date

Its: _____

CHICKENFOOT HOLDINGS, LLC

By: _____
Date

Its: _____

FRANDSON PROPERTIES, LLC

By: _____

Its: NECHER Date 4-25-13

GES PROPERTIES, LLC

By: _____
Date

Its: _____

APPLICATION FOR VOLUNTARY ANNEXATION

To: City Council
City of Van Meter, IA
505 Grant Street, PO Box 160
Van Meter, IA 50261-0160

RE: THE NORTH HALF OF THE SOUTHWEST QUARTER (N1/2 SW1/4) AND THE
SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER (SW 1/4 OF THE SW 1/4)
OF SECTION THIRTY-FIVE (35), TOWNSHIP SEVENTY-EIGHT (78) NORTH, RANGE
TWENTY-SEVEN (27) WEST OF THE FIFTH P.M., DALLAS COUNTY, IOWA.

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2. The Land is located in Dallas County, Iowa, and is not located within any incorporated city.

LAND CONCEPTS, LLC

By: _____
Date

Its: _____

CHICKENFOOT HOLDINGS, LLC

By: _____
Date

Its: _____

FRANDSON PROPERTIES, LLC

By: _____
Date

Its: _____

GES PROPERTIES, LLC

By: *[Signature]* 4/25/2013
Date

Its: *Manager Member*

EXHIBIT "A"



APPLICATION FOR IOWA RETAIL CIGARETTE/TOBACCO PERMIT

For period July 1, 2013 through June 30, 2014

PLEASE TYPE OR PRINT LEGIBLY Please mail this completed application to your local jurisdiction. If you have questions, call your City Clerk (within city limits) or your County Auditor (outside city limits).

I/We hereby make application for a retail permit to sell cigarettes and tobacco products:

BUSINESS INFORMATION

Name of Business/DBA: CASEY'S MARKETING CO. / DBA CASEY'S GENERAL STORE #1493

Location Address (Must Have) 700 DEBRA DR

Mailing Address: _____ City: VAN METER State/Zip: IA 50261

Type of Sales: ☐ Vending Machine ☒ Over-the-Counter Telephone Number 5159969004

Type of Retail Establishment:

- ☐ bar ☒ convenience store -- with gas ☐ convenience store -- no gas ☐ drug store ☐ gas station
☐ grocery ☐ hotel/motel ☐ liquor store ☐ restaurant ☐ tobacco store
☐ other _____

Cigarettes must be sold at the minimum price set by the State of Iowa. Obtain a current copy from the Iowa Department of Revenue Web site at www.state.ia.us/tax or from TaxFax at 1-800-572-3943 (enter form number 71023).

ONLY APPROVED BRANDS OF CIGARETTES OR ROLL-YOUR-OWN PRODUCTS MAY BE SOLD IN IOWA

Any brand not on the list is contraband. In addition, all cigarettes sold in Iowa must have an Iowa Cigarette Tax Stamp affixed to each package. Any violation of contraband or non-Iowa cigarette tax stamped package is subject to seizure and penalties under the provisions of Iowa Code 453A and 453D.

The list of approved brands is always current at www.state.ia.us/tax/business/CigTobIndex.html and is called IOWA DIRECTORY OF CERTIFIED TOBACCO PRODUCTS MANUFACTURERS – THEIR BRANDS AND BRAND FAMILIES

Go to <http://elists.idrf.state.ia.us/scripts/wa.exe> and sign up for the Cigarette/Tobacco eList (listserv).

You will receive an e-mail every time the approved list changes or the minimum price changes.

LEGAL OWNER INFORMATION

Type of Ownership: ☐ Individual ☐ Partnership ☒ Corporation ☐ LLC ☐ LLP

Legal Owner: CASEY'S MARKETING COMPANY
(Name of Individual, Partnership, Corporation, LLC, or LLP)

Mailing Address: P.O. BOX 3001

City: ANKENY State: IA Zip: 50021-8045 Ph. Number: (515) 965-6572


Fax Number: (515) 965-6205

E-mail Address: penny.patrick@caseys.com

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes and tobacco products.

SIGNATURE OF OWNER, PARTNER(S), OR CORPORATE OFFICIAL

Name (please print): Julia L. Jackowski, Secretary Name (please print): _____

Signature: 

Signature: _____

Date 04-25-13

Date _____

FOR OFFICE USE ONLY

Amount Paid \$ 75.00
Date Issued May 13, 2013 ☐ New
Permit # _____ ☒ Renewal

FOR CITY CLERK/COUNTY AUDITOR ONLY
PLEASE SEND COMPLETED COPY TO THE IOWA
DEPARTMENT OF COMMERCE
ALCOHOLIC BEVERAGE DIVISION

Name of Issuing City or County Van Meter, IA

Support for: Agenda Item #6

—

Tobacco Free Policy

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the resolution adopting a Tobacco Free Policy as presented/revised.

A RESOLUTION ESTABLISHING A TOBACCO-FREE PARKS AND TRAILS POLICY FOR THE CITY OF VAN METER, IOWA

WHEREAS, Section 142D.3 of the Code of Iowa (the Smokefree Air Act) prohibits smoking in public places, including the following out-door areas: (a) the seating areas of outdoor sports arenas and (b) the grounds of any public buildings owned or under the control of a city; and

WHEREAS, Section 142D.4 of the Code of Iowa establishes certain areas where smoking is not regulated, such as outdoor areas that are places of employment, except where smoking is prohibited by Section 142D.3; and

WHEREAS, Section 142D.5 of the Code of Iowa permits anyone having custody or control of an area otherwise exempt from the smoking prohibitions to declare the entire area as a tobacco-free place; and

WHEREAS, the City of Van Meter, Iowa, maintains public parks and trails for the use and enjoyment of its citizens, their families and people who visit our community; and

WHEREAS, the use of tobacco products in the presence of and in proximity to those utilizing the parks and trails, particularly the children using the parks and trails, serves to diminish the enjoyment derived from the use of our public parks and trails; and

WHEREAS, the use of tobacco products in public parks and trails presents various health risks to persons using the parks and trails, including the dangers of secondary smoke and the discarded material which can be handled and ingested by children; and

WHEREAS, cigarettes, once consumed in public spaces, are often discarded on the ground requiring additional maintenance expenses, diminish the beauty of the City of Van Meter parks and recreational facilities, and pose a risk to toddlers due to ingestions; and

WHEREAS, a tobacco-free parks and trails policy will complement the current city smoke-free policy in City owned buildings and the Van Meter Community School District tobacco-

free building and grounds policy and will eliminate any confusion; and

WHEREAS, for the purpose of this Policy tobacco is defined as any smoking or spit tobacco product, including any lit or unlit cigarette, cigar, blunt, bidi, clove cigarette, e-cigarette, pipe, chewing tobacco, dissolvable tobacco, dip, snuff or snus. This includes any other product or item containing or reasonable resembling tobacco or tobacco products.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Van Meter, IOWA, that pursuant to the authority granted by Section 142D.5 of the Code of Iowa, tobacco use is prohibited in all City of Van Meter parks, trails, and outdoor recreational facilities at all times. No person shall use any form of tobacco at or on any City-owned or operated outdoor park, trail, or facility, which includes, but is not limited to, any park, playground, athletic field and complex, skate park, aquatic areas, shelters, restrooms, trails and parking lot areas. Tobacco-Free signs shall be posted in all parks, trails, and facilities that conform to the requirements of Section 142D.6 of the Code of Iowa.

IT IS FURTHER RESOLVED that this Policy will be enforced in the following ways: (a) Appropriate signs shall be posted in the above specified areas; (b) The community, especially park and facility users and staff, will be notified about this Policy; (c) City officials, City employees, parents, coaches and park users are asked to help enforcing the compliance to this Policy by bringing the Policy to the attention of the persons violating the Policy; and (d) Any person found violating this Policy at an organized event, especially a youth event, will be asked to cease use of tobacco or leave the city park or facility premises.

PASSED AND APPROVED THIS 13th Day of MAY, 2013.

Allan B. Adams, Mayor

ATTEST:

Liz Thompson, City Clerk

Support for: Agenda Item #7

—

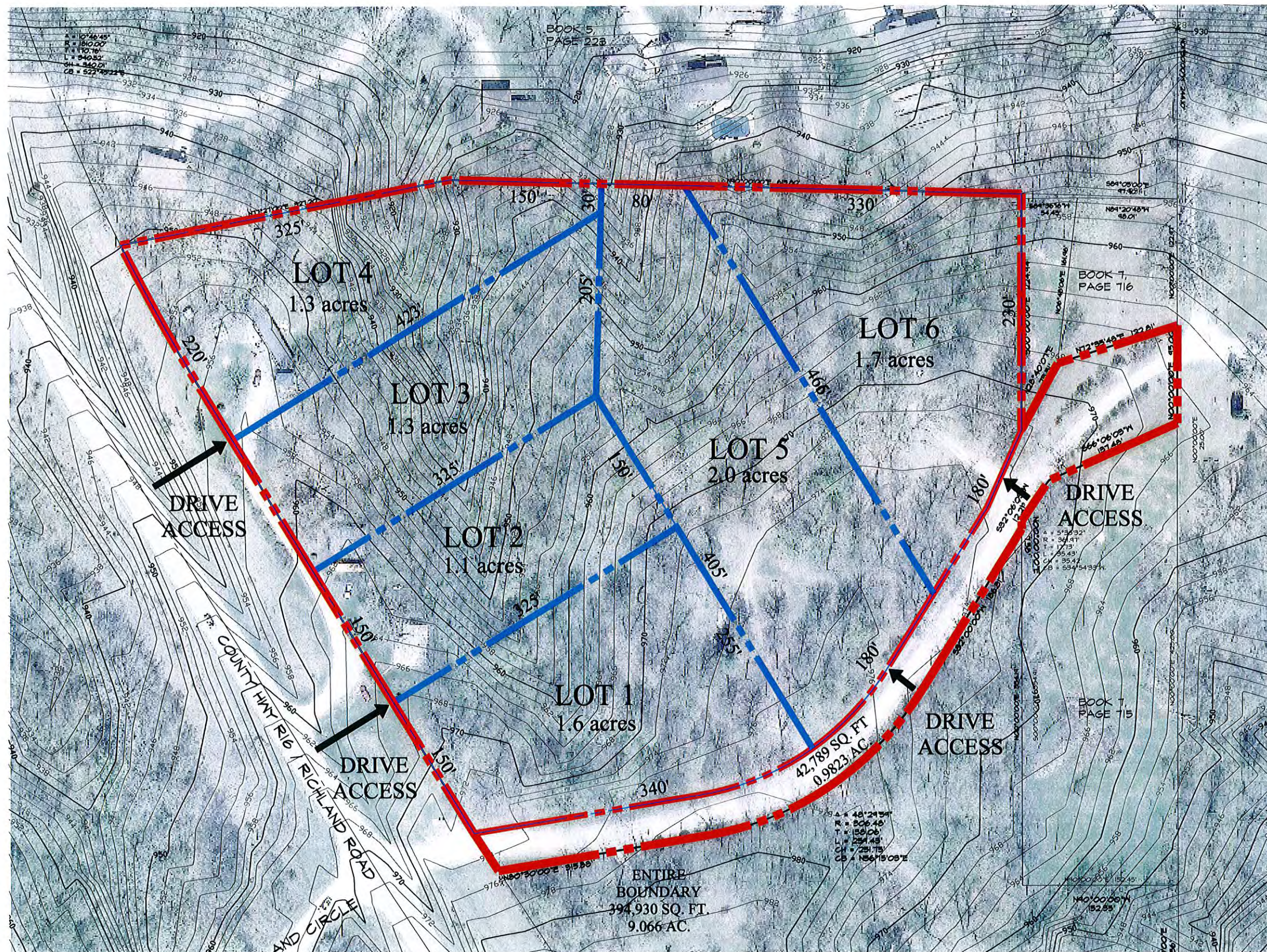
Hilltop Development

Submitted for:
Information/Discussion/Guidance

Recommendation:

Sample Motions:

HILLTOP VAN METER, IOWA



APRIL 30, 2013

NORTH

Scale: 1"=100'

0' 100' 200'



Civil Engineering Consultants, Inc.

2400 86th Street . Unit 12 . Des Moines, Iowa 50322
515.276.4884 . Fax: 515.276.7084 . mail@ceclac.com

JOB # E5748

Support for: Agenda Item #8

—

Budget Amendment

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the resolution adopting a budget amendment for the fiscal year ending June 30, 2013.

**NOTICE OF PUBLIC HEARING
AMENDMENT OF CURRENT CITY BUDGET**

Form 653.C1

The City Council of Van Meter in DALLAS County, Iowa
will meet at 505 Grant Street, Van Meter, IA 50261
at 7:00PM on 05/13/2013
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2013
(year)

by changing estimates of revenue and expenditure appropriations in the following programs for the reasons given. Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	369,348	0	369,348
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	369,348	0	369,348
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	170,511	0	170,511
Other City Taxes	6	168,654	0	168,654
Licenses & Permits	7	8,800	0	8,800
Use of Money and Property	8	1,000	0	1,000
Intergovernmental	9	125,538	0	125,538
Charges for Services	10	332,697	0	332,697
Special Assessments	11	0	0	0
Miscellaneous	12	19,213	0	19,213
Other Financing Sources	13	86,134	9,000	95,134
Total Revenues and Other Sources	14	1,281,895	9,000	1,290,895
Expenditures & Other Financing Uses				
Public Safety	15	114,195	1,401	115,596
Public Works	16	278,875	0	278,875
Health and Social Services	17	0	0	0
Culture and Recreation	18	202,115	12,000	214,115
Community and Economic Development	19	82,208	15,000	97,208
General Government	20	107,421	4,345	111,766
Debt Service	21	57,130	0	57,130
Capital Projects	22	0	0	0
Total Government Activities Expenditures	23	841,944	32,746	874,690
Business Type / Enterprises	24	275,632	15,000	290,632
Total Gov Activities & Business Expenditures	25	1,117,576	47,746	1,165,322
Transfers Out	26	86,134	9,000	95,134
Total Expenditures/Transfers Out	27	1,203,710	56,746	1,260,456
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out for Fiscal Year	28	78,185	-47,746	30,439
	#			
Beginning Fund Balance July 1	30	763,407	0	763,407
Ending Fund Balance June 30	31	841,592	-47,746	793,846

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Minor increase in police salaries. Library Budget Amendement. Site Certification Project relevant to Economic Development Activities. Electronic Council Packets. Water Quality Study. Transfer of funds.

There will be no increase in tax levies to be paid in the current fiscal year named above. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget. This will provide for a balanced budget.

Jake Anderson
City Clerk

Support for: Agenda Item #9

—

Plans, Specs, Form of Contract, and Estimate of Cost for SRTS Sidewalk Project

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the plans, specifications, form of contract, and estimate of cost for the Safe Routes to School Sidewalk Project.

Council Member _____ introduced the following Resolution entitled "RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTACT AND ESTIMATE OF COST", and moved that the same be adopted.

_____ seconded the motion to adopt. The roll was called and the vote was,

AYES _____

NAYS _____

Whereupon, the Mayor declared the following Resolution duly adopted:

Resolution No.

RESOLUTION ADOPTING PLANS, SPECIFICATIONS, FORM OF CONTRACT
AND ESTIMATE OF COST

WHEREAS, on the ____ day of _____, 20____, plans, specifications, form of contract and estimate of cost were filed with the Clerk for the construction of (Name of Project); and

WHEREAS, notice of hearing on plans, specifications, form of contract and estimate of cost for said public improvements was published as required by law:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF,
IOWA:

Section 1. That the said plans, specifications, form of contract and estimate of cost are hereby approved as plans, specifications, form of contract and estimate of cost for said public improvements, as described in the preamble of this Resolution.

PASSED AND APPROVED, this _____ day of _____, 20____.

Mayor

Attest:

Clerk

LETTING DATE
05/21/2013

SAFE ROUTES TO SCHOOL
SRTS-U-7957 (603) --8U-25

DALLAS COUNTY



Iowa Department of Transportation

Planning, Programming, and Modal Division

PLANS OF PROPOSED IMPROVEMENT ON THE

URBAN ROAD SYSTEM CITY OF VAN METER

SAFE ROUTES TO SCHOOL
PCC SIDEWALK
SRTS-U-7957 (603) --8U-25
SCALES: As Noted

The Iowa Department of Transportation Standard Specifications for Highway and Bridge Construction, Series 2012, plus General Supplemental Specifications, and applicable Supplemental Specifications, Developmental Specifications, and Special Provisions, shall apply to construction on this project.

Refer to the Proposal Form for list of applicable specifications.

Value Engineering Saves. Refer to Article 1105.15 of the Specifications.

IOWA
ONE CALL
1-800-292-8989
www.iowaonecall.com

REVISIONS

TOTAL
24

PROJECT IDENTIFICATION NUMBER

PROJECT NUMBER

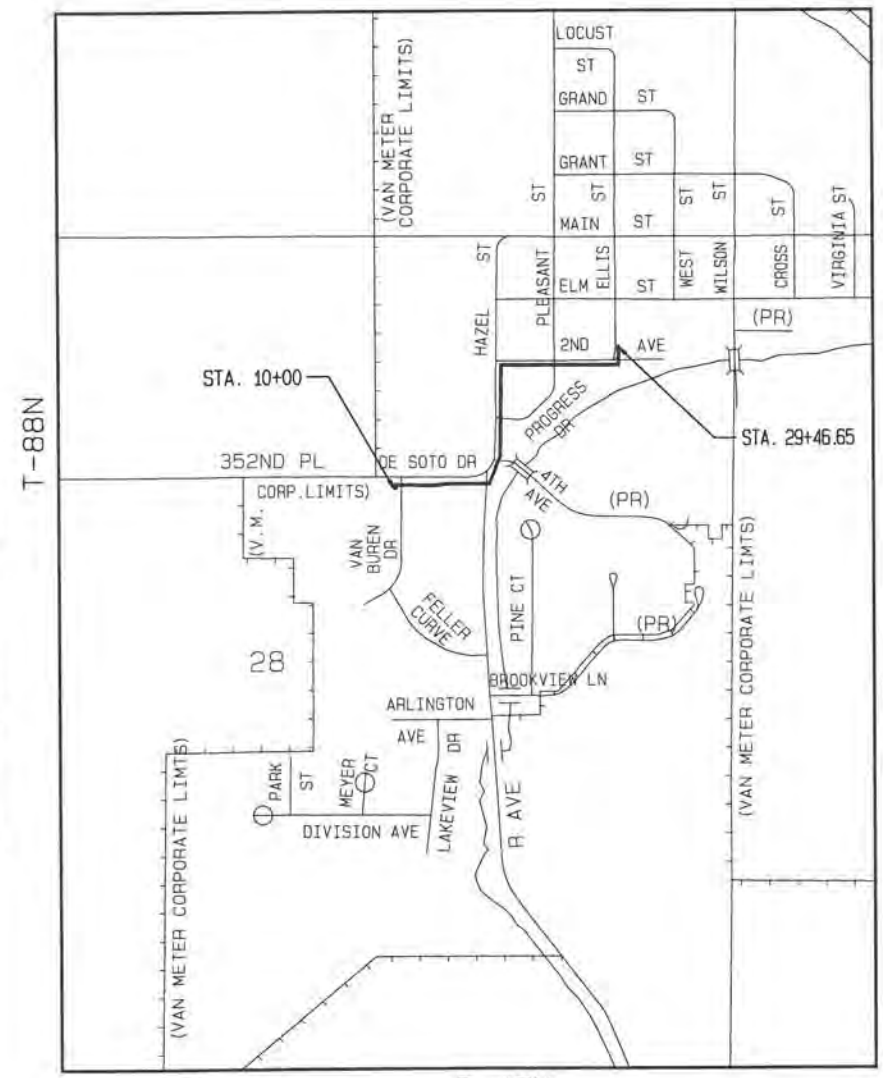
SRTS-U-7957 (603) --8U-25

R.O.W. PROJECT NUMBER

INDEX OF SHEETS

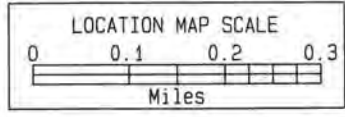
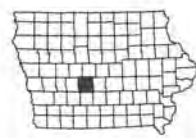
NO.	DESCRIPTION
A.1	Title Sheet
A.2	Legend and Symbol Information Sheet
B.1	Typical Cross Section and Details
C.1 - C.4	Estimate of Quantities and General Information
D.1 - D.4	Mainline Plan and Profile Sheets
G.1	Reference Ties and Bench Marks
S.1 - S6	Sidewalk Tabulation Sheets
W.1 - W.6	Mainline Cross Sections

Refer to Sheet C.3 for List of Standard Road Plans



T-88N

R-47W



MILEAGE SUMMARY

DIV.	LOCATION	LIN. FT.	MILES
1	Sta. 10+00 to Sta. 29+46.65	1644	0.31
Total Project Length		1644	0.31

DESIGN TRAFFIC DATA

2007 AADT	_____	V.P.D.
2032 AADT	_____	V.P.D.
2032 DHV	_____	V.P.H.
TRUCKS	_____	%
Total Design ESALs	_____	

City of Van Meter, Iowa

[Signature]

ACCEPTED FOR LETTING

DATE



I hereby certify that this landscaping document was prepared by me or under my direct personal supervision and that I am a duly licensed Landscape Architect under the laws of the State of Iowa.

[Signature] 2/19/13
Signature: GREGORY J. ROTH, P.E.
Printed or Typed Name

My license renewal date is December 31, 2014

Pages or sheets covered by this seal: _____

STANDARD SYMBOLS

	Interstate Highway Symbol		Fire Hydrant		Guardrail (Beam or Cable)
	U.S. Highway Symbol		Water Hydrant (Rural)		Guard Post (one or two)
	Iowa Highway Symbol		Septic Tank		Guard Post (over two)
	County Road Highway Symbol		Cistern		Filler Pipe
	Evergreen Tree		L.P. Gas Tank (No Footing)		Gas Valve
	Deciduous Tree		Underground Storage Tank		Water Valve
	Fruit Tree		Latrine		Speed Limit Sign
	Shrub (Bushes)		Luminaire		Mile Marker Post
	Timber		Traffic Signal / Railroad Signal		SIGN Sign
	Hedge		Traffic Signal with Luminaire		Water Hook Up
	Stump		Telephone Pedestal		Radio Tower
	Swamp		Television Pedestal		Electric Box
	Rock Outcrop		Telephone Pole		Traffic Signal Control Box
	Broken Concrete		Telephone Pole (Second Company)		Rail Road Signal Control Box
	Revetment (Rip Rap)		Telephone Pole (Third Company)		Telephone Switch Box
	Cemetery		Telephone Pole (Fourth Company)		
	Grave		Telephone Pole (Fifth Company)		
	Cave		Power Pole		
	Sink Hole		Power Pole (Second Company)		
	Board Fence		Power Pole (Third Company)		
	Chain Link Fence		Power Pole (Fourth Company)		
	Barbwire Fence		Power Pole (Fifth Company)		
	Security Fence		Electrical Highline Tower (Metal or Concrete)		
	Woven Fence		Telephone Riser Pole		
	Barbwire and Woven Fence		Power Riser Pole		
	Terrace		Telegraph Pole		
	Earth Dam or Dike (Existing)		Satellite TV Dish		
	Earth Dam or Dike (Proposed)		Existing Water Line		
	Tile Outlet		Existing Water Line (Second Company)		
	Edge of Water		Existing Sanitary Sewer Line		
	Existing Drainage		Existing Telephone Line		
	Proposed Drainage		Existing Telephone Line (Second Company)		
	Right of Way Rail or Lot Corner		Existing Fiber Optics Telephone Line		
	Concrete Monument		Existing Storm Sewer Line		
	Well		Existing Gas Line		
	Windmill		Existing High Pressure Gas Line		
	Beehive Intake		Existing Gas Line (Second Company)		
	Existing Intake		Existing High Pressure Gas Line (Second Company)		
	Proposed Intake		Existing Power Line		
	Existing Utility Access (Manhole)		Existing Power Line (Second Company)		
	Proposed Utility Access (Manhole)		Cable Television Line		

UTILITY LEGEND

	X
	X
	X
	X
	X
	X
	X
	X

RIGHT OF WAY LEGEND

	Proposed Right of Way
	Existing Right of Way
	Existing and Proposed Right of Way
	Easement and Existing Right of Way
	Borrow
	Easement (Temporary)
	Easement
	Excess
	Property Line
	Access Control
	Property Pin

UTILITY CONTACTS

ELECTRIC/ GAS:	Mid-American Energy Austin Kitchen (P) 515-242-3902
WATER:	City of Van Meter (P) 515-996-2644
SANITARY:	City of Van Meter (P) 515-996-2644
STORM:	City of Van Meter (P) 515-996-2644
PHONE:	Mediacom Al Roberts (P) 515-202-8669 or CenturyLink Pat Cairns (P) 515-263-7305
TRAFFIC:	City of Van Meter (P) 515-996-2644

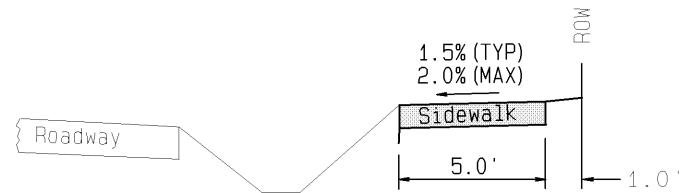
CONVENTIONAL SIGNS

	Survey Line
	Section Corner
	Proposed Profile Grade
	Railroad
	Field Tile
	Culverts
	Stream



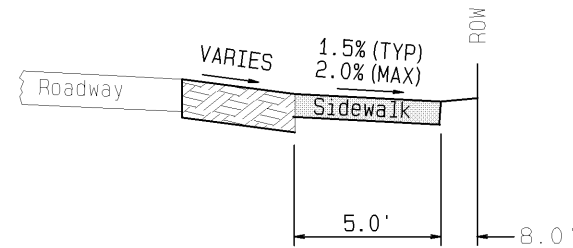
Legend And Symbol
Information Sheet

(Symbols are Typical Only,
actual size may vary)



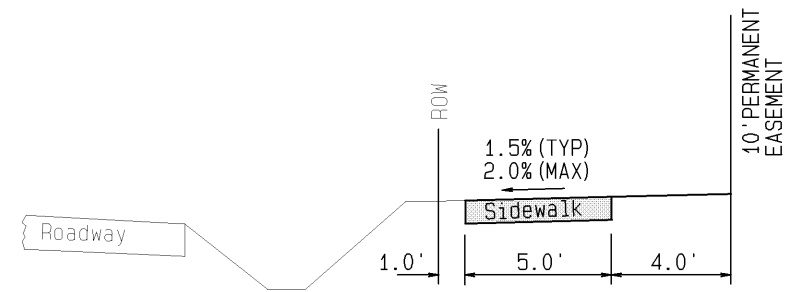
TYPICAL CROSS SECTION

STA. 10+58 TO STA. 12+60
STA. 28+83 TO STA. 29+43



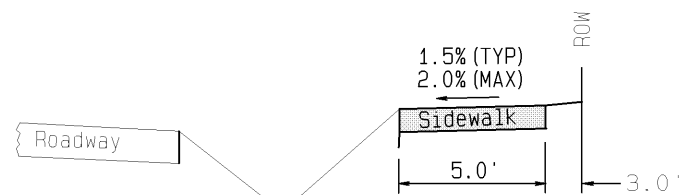
TYPICAL CROSS SECTION

STA. 12+82 TO STA. 14+97



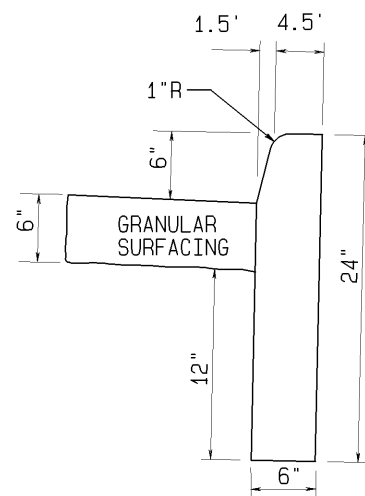
TYPICAL CROSS SECTION

STA. 16+82 TO STA. 21+95



TYPICAL CROSS SECTION

STA. 22+01 TO STA. 28+41



SPECIAL PCC CURB

NOTE:
SIDEWALK WILL BE CONSTRUCTED
ON UNDISTURBED NATURAL GRADE.

100-1A
07-15-97

ESTIMATED PROJECT QUANTITIES

Item No.	Item Code	Item	Unit	Total	As Built Qty.
1	2101-0850002	CLEAR+GRUBB	UNIT	18	
2	2102-2625000	EMBANKMENT-IN-PLACE	CY	283	
3	2105-8425015	TOPSOIL, STRIP, SALVAGE+SPREAD	CY	518.5	
4	2125-2225050	RESHAPING DITCH	STA	12	
5	2213-6745500	RMVL OF CURB	STA	0.29	
6	2303-9093010	HMA, DRIVEWAY	SY	36	
7	2315-8275025	SURF, DRIVEWAY, CL A CR STONE	TON	72	
8	2417-1040018	CULV, CMP ENT, 18"	LF	35	
9	2435-0251218	INTAKE, SW-512, 18"	EACH	1	
10	2435-0700020	CONNECTION TO EXIST INTAKE	EACH	1	
11	2499-6000100	CLEAN OUT PIPE CULVERT	LF	50	
12	2503-0114212	STORM SWR G-MAIN, TRENCHED, RCP 2000D, 12"	LF	15	
13	2511-6745900	RMVL OF SIDEWALK	SY	23	
14	2511-7526004	SIDEWALK, PCC, 4"	SY	842	
15	2511-7526006	SIDEWALK, PCC, 6"	SY	70	
16	2511-7528101	DETECTABLE WARNING	SF	128	
17	2512-1859000	CURB, SPECIAL	LF	29	
18	2515-2475006	DRIVEWAY, PCC, 6"	SY	17	
19	2515-2475007	DRIVEWAY, PCC, 7"	SY	121	
20	2515-6745600	RMVL OF PAVED DRIVEWAY	SY	180	
21	2524-6765010	RMV+REINSTALL SIGN	EACH	3	
22	2526-8285000	CONSTRUCTION SURVEY	LS	1	
23	2528-8445110	TRAFFIC CONTROL	LS	1	
24	2533-4980005	MOBILIZATION	LS	1	
25	2599-9999005	HYDRANT RELOCATION	EACH	1	
26	2599-9999009	CULV, CORR POLYETHYLENE PIPE, 6"	LF	74	
27	2599-9999009	CULV, CMP ENT, 12"	LF	41	
28	2599-9999009	RMV CORR PIPE CULV LE 36"	LF	55	
29	2601-2639010	SOD	SQ	280	
30	2602-0000309	PERIMETER+SLOPE SEDIMENT CNTL DEVICE, 9"	LF	250	
31	2602-0000350	RMVL OF PERIMETER+SLOPE SEDIMNT CNTL DEV	LF	250	
32	2602-0010010	MOBILIZATION, EROSION CONTROL	EACH	1	

100-1D
10-18-05

PROJECT DESCRIPTION

THE PROJECT IS FOR APPROXIMATELY 1628 LF OF NEW 5' WIDE 4" AND 6" SIDEWALK.

111-25
10-18-11

INDEX OF TABULATIONS

Tabulation	Tabulation Title	Sheet No.
100-1A	ESTIMATED PROJECT QUANTITIES	C.1
100-1D	PROJECT DESCRIPTION	C.1
100-4A	ESTIMATE REFERENCE INFORMATION	C.2
100-19	PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE	C.1
102-3	POINTS OF ACCESS	C.3
104-4	DRAINAGE STRUCTURES BY CULVERT CONTRACTOR	C.3
104-5B	LIST OF INTAKES AND UTILITY ACCESSES/LIST OF STORM SEWER PIPE	C.3
105-4	STANDARD ROAD PLANS	C.3
110-5	SIDEWALK REMOVAL	C.4
110-8	REMOVAL OF DRIVES	C.4
113-1	SIDEWALKS	C.4
113-2	SIDEWALK CLOSURES	C.4

100-19
10-16-12

PERIMETER AND SLOPE SEDIMENT CONTROL DEVICE

Refer to EC-204

Location			Length of Installation				Remarks
Begin Station	End Station	Side	6 inch Dia	9 inch Dia	12 inch Dia	20 inch Dia	
			LF	LF	LF	LF	
10+25		LT		14.0			
10+56		LT		7.0			
11+28		LT		25.0			
12+24		LT		28.0			
12+28		RT		12.0			
14+71	14+86	RT		15.0			
16+82	17+12	RT		30.0			
17+65		LT		15.0			
18+75	18+90	LT		15.0			
19+18	19+37	LT		17.0			
20+60		LT		10.0			
21+98		LT		10.0			
23+39		LT		5.0			
24+63	24+73	RT		10.0			
24+68		LT		7.0			
24+99	25+06	LT		7.0			
27+18		LT		10.0			
28+40		LT		13.0			
			TOTAL	250.0			

REVISÉD

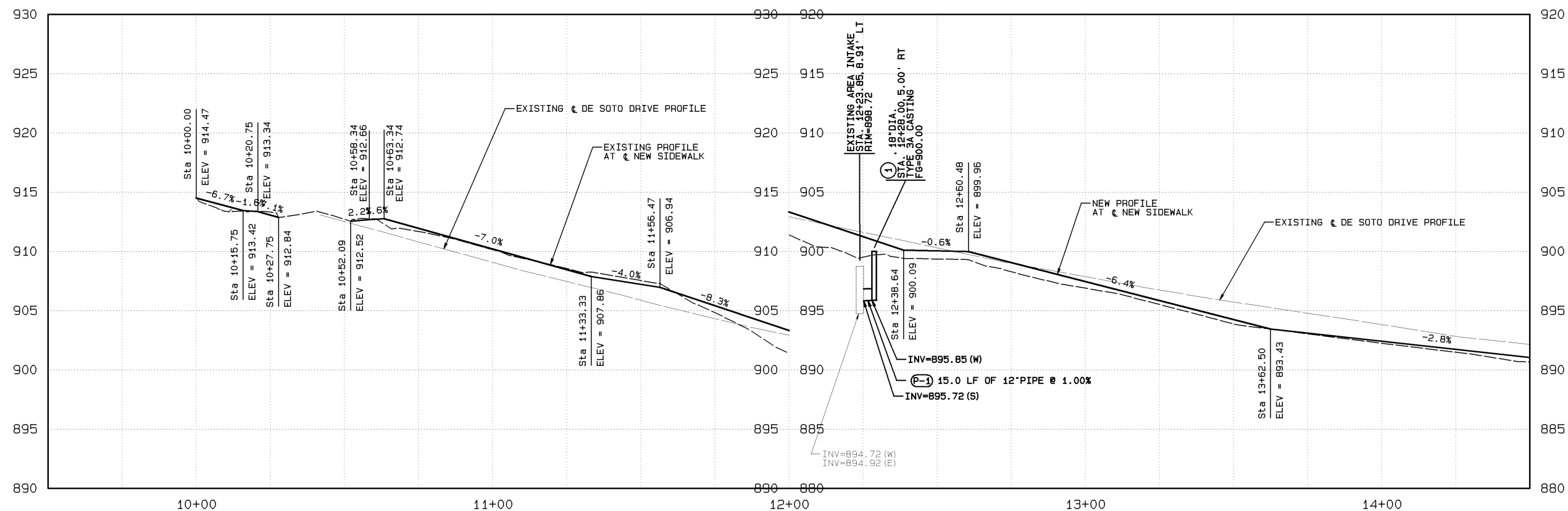
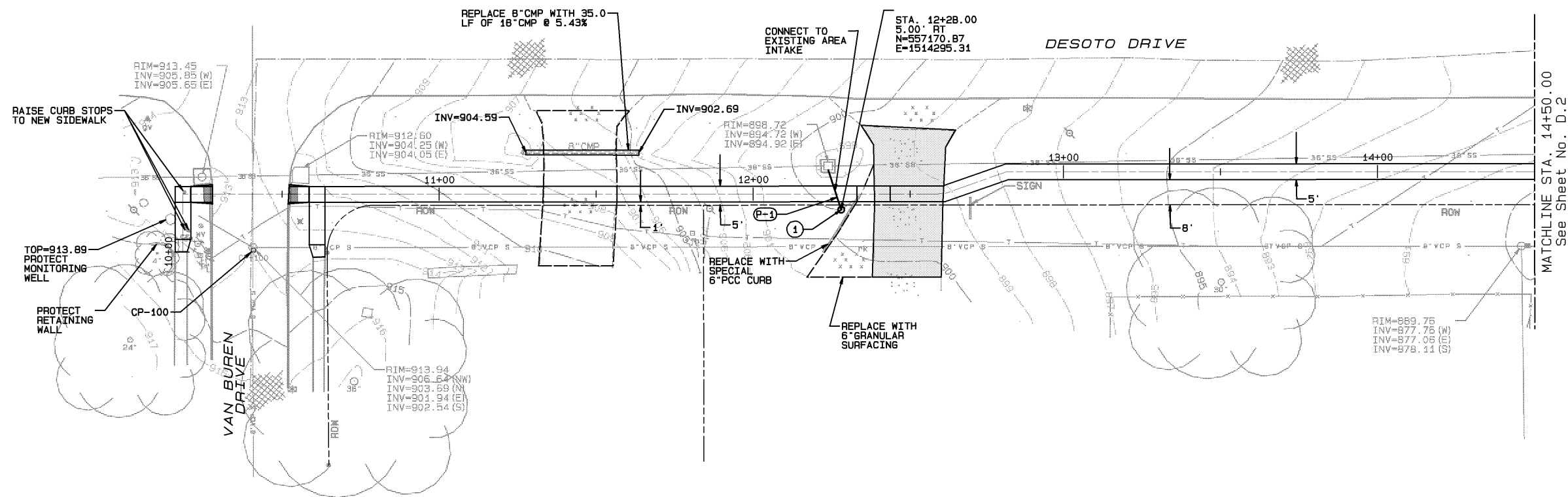
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110-5 08-01-08			
SIDEWALK REMOVAL			
Begin Station	End Station	Area	Remarks
		SY	
15+33.5, 8' RT	15+40.85	11	EXISTING 4 IN. HMA
16+42.50	16+54.00	10	EXISTING 4 IN. HMA
29+42.65	29+46.65	2	EXISTING 4 IN. PCC
	TOTAL	23	
NOTE: SEE D AND S SHEETS FOR SPECIFIC LOCATIONS			

110-8 08-01-08			
REMOVAL OF CONCRETE DRIVES			
Location		Area	Remarks
Station	Side	SY	
12+49		121	EXISTING 7 IN. PCC
27+32		42	EXISTING 6 IN. HMA
29+37		17	EXISTING 6 IN. PCC
	TOTAL	180	

113-1 04-17-12							
SIDEWALKS See MI-220 and S Sheets							
Road Identification	Station to Station		Side	4" PCC Sidewalk	6" PCC Sidewalk	_" PCC Sidewalk	Detectable Warnings
				SY	SY	SY	
VAN BUREN DRIVE	10+00.00	10+27.75	LT	14	1.1		10
DESOTO DRIVE	10+52.09	11+33.33	RT	44	1.1		10
VAN BUREN DRIVE	10+60.84	10+60.84, 20' RT	RT	9.5			
DESOTO DRIVE	11+33.33	11+56.47	RT		13		
DESOTO DRIVE	11+56.47	12+33.00	RT	42.5			
DESOTO DRIVE	12+33.00	12+38.64	RT		3		
DESOTO DRIVE	12+60.48	14+96.35	RT	130	1.5		10
HAZEL STREET	15+26.28	15+40.85	RT	13	1.4		10
HAZEL STREET	16+42.50	16+54.00	RT	7	2.0		18
HAZEL STREET	16+82.00	17+72.25	RT	49	1.3		10
HAZEL STREET	17+72.25	17+80.75	RT		4.7		
HAZEL STREET	17+80.75	18+95.00	RT	62	1.2		10
HAZEL STREET	19+13.00	19+76.50	RT	34	1.2		10
HAZEL STREET	19+76.50	19+87.50	RT		6.1		
HAZEL STREET	19+87.50	20+63.75	RT	42			
HAZEL/2ND	20+81.50	22+31.90	RT	84			
2ND AVENUE	22+31.90	22+60.15	RT		16		
2ND AVENUE	22+60.15	23+35.10	RT	42			
2ND AVENUE	23+64.70	24+74.87	RT	60	1.1		10
2ND AVENUE	24+94.35	25+91.53	RT	52	1.7		10
2ND AVENUE	26+10.90	27+21.84	RT	62			
2ND AVENUE	27+21.84	27+41.45	RT		11		
2ND AVENUE	27+41.45	28+60.40	RT	65	1.1		10
ELLIS STREET	28+78.35	29+31.54	RT	28.5	1.1		10
ELLIS STREET	29+42.65	29+46.65	RT	2			
			TOTALS	842	70		128
NOTE: SEE D SHEETS FOR DETAILED STAKING INFORMATION							

113-2 10-18-11			
SIDEWALK CLOSURES Refer to TC Plans.			
*Assumes 6 foot wide barricade. Closures may need to be removed and re-established.			
Location		Side	Type III Barricades* No.
10+00.00			1
10+60.84, 20' RT			1
15+33.85, 8' RT			1
15+40.85			1
16+42.50			1
NOTE: ALL COST ASSOCIATED WITH SIDEWALK CLOSURE TO INCLUDE BUT NOT LIMITED TO BARRICADES, SIGNS AND TRAFFIC CONTROL INCLUDED IN COST FOR TRAFFIC CONTROL.			



ENGLISH

IOWA DOT

DESIGN TEAM

Veenstra & Kimm, Inc.

DALLAS COUNTY

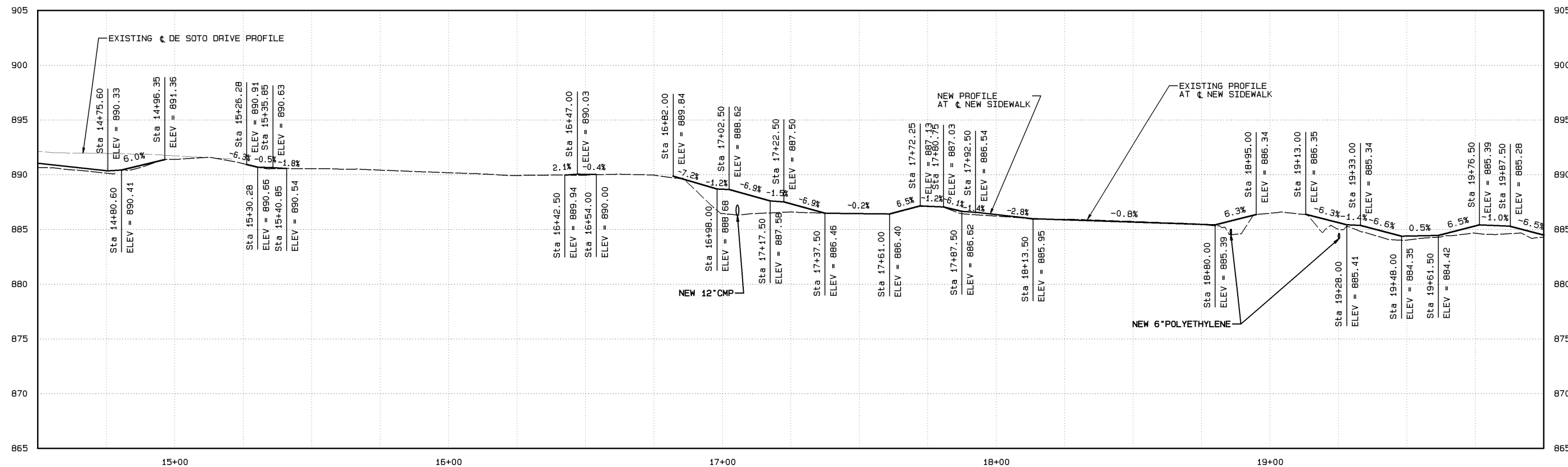
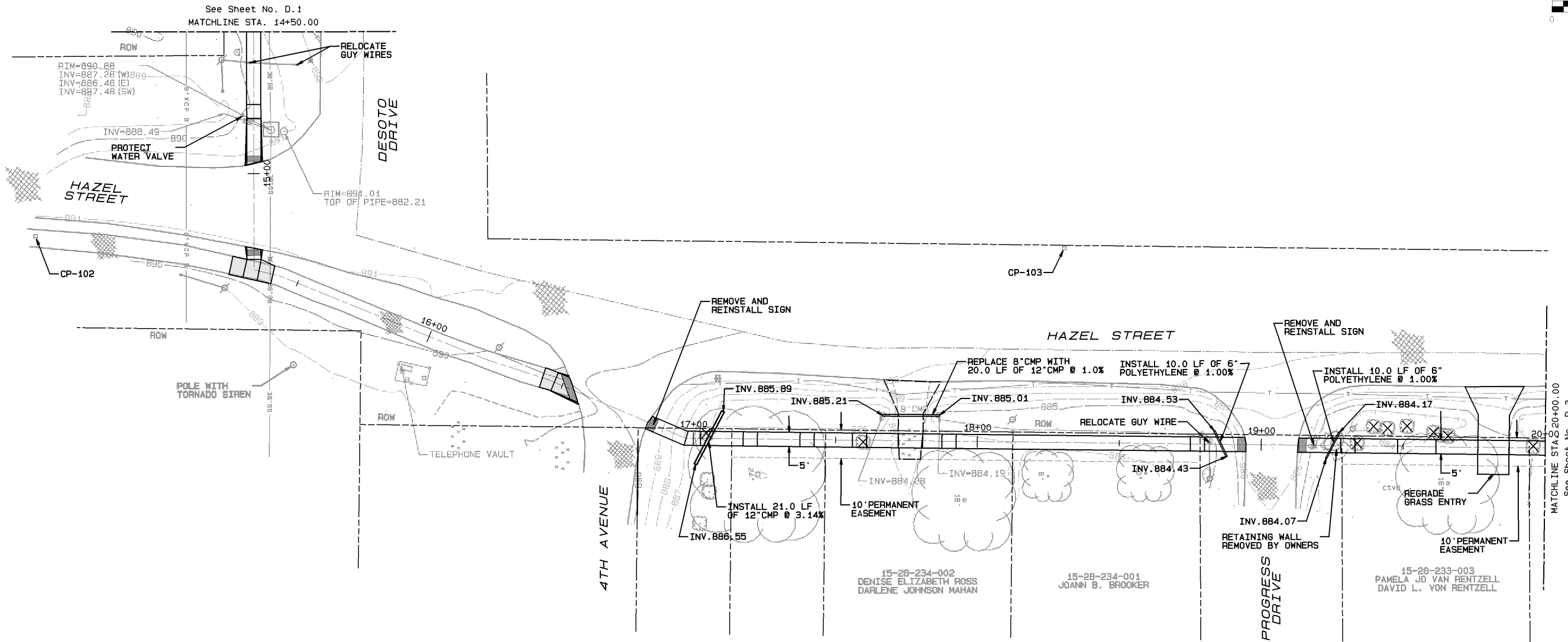
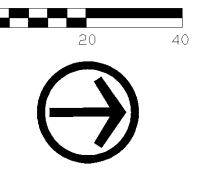
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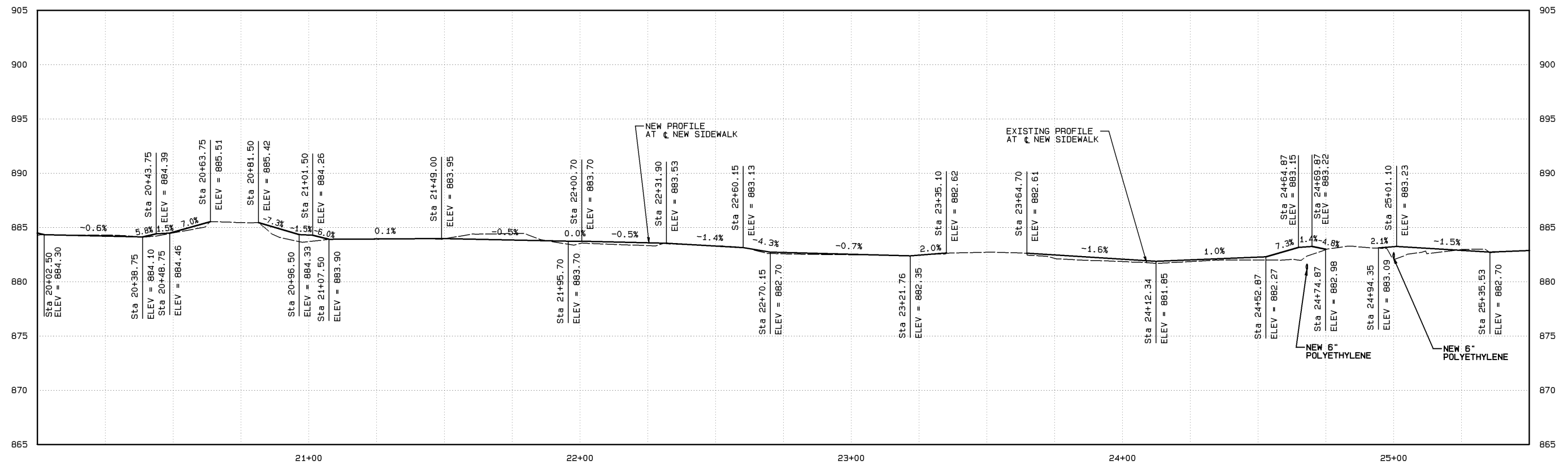
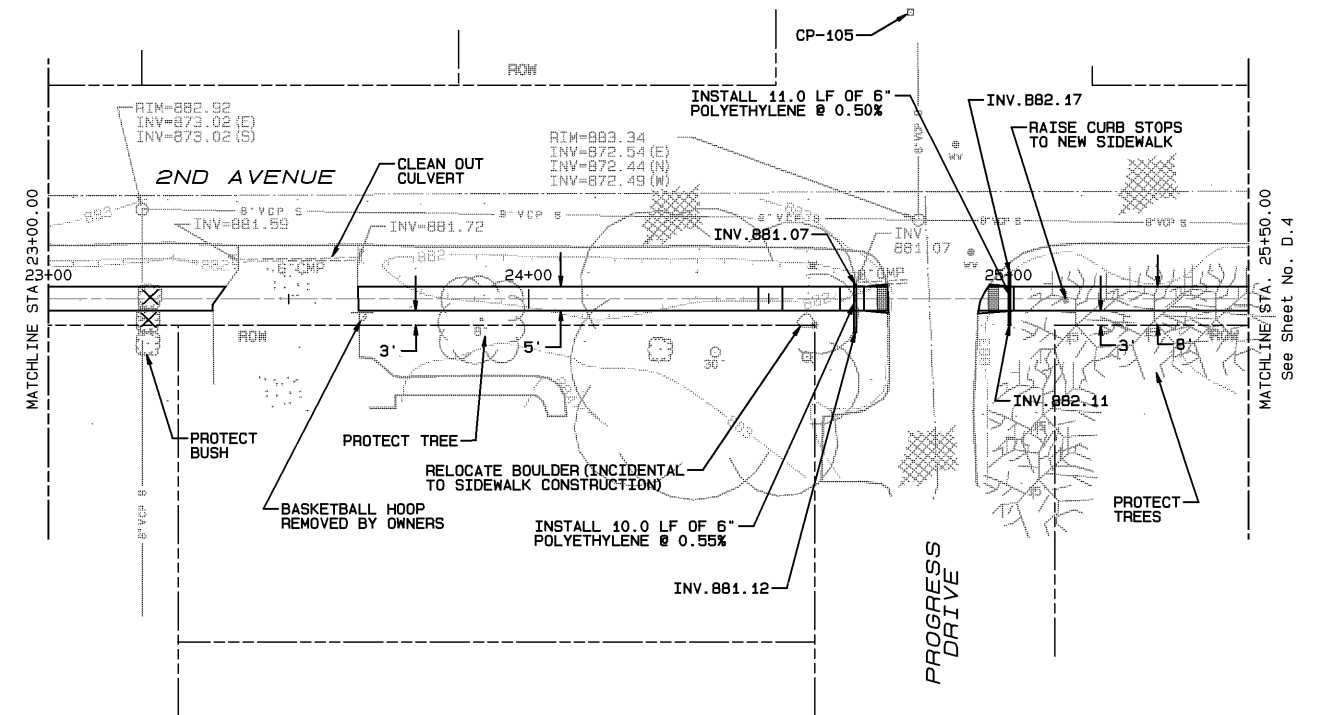
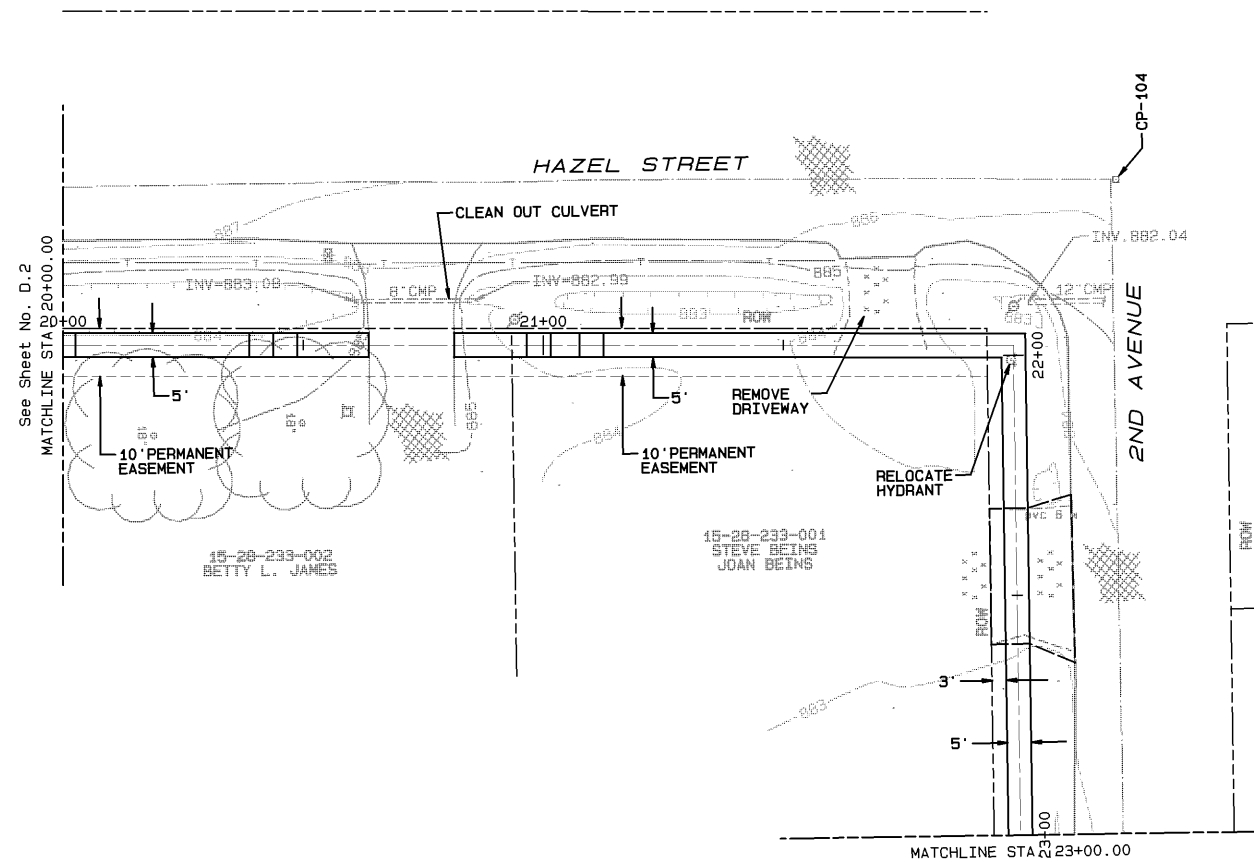
SRTS-U-7957 (603) --8U-25

SHEET NUMBER

D.1

REVISED





ENGLISH

IOWA DOT

DESIGN TEAM

Veenstra & Kimm, Inc.

DALLAS COUNTY

PROJECT NUMBER

SRTS-U-7957 (603) --8U-25

SHEET NUMBER

D.3

REVISED

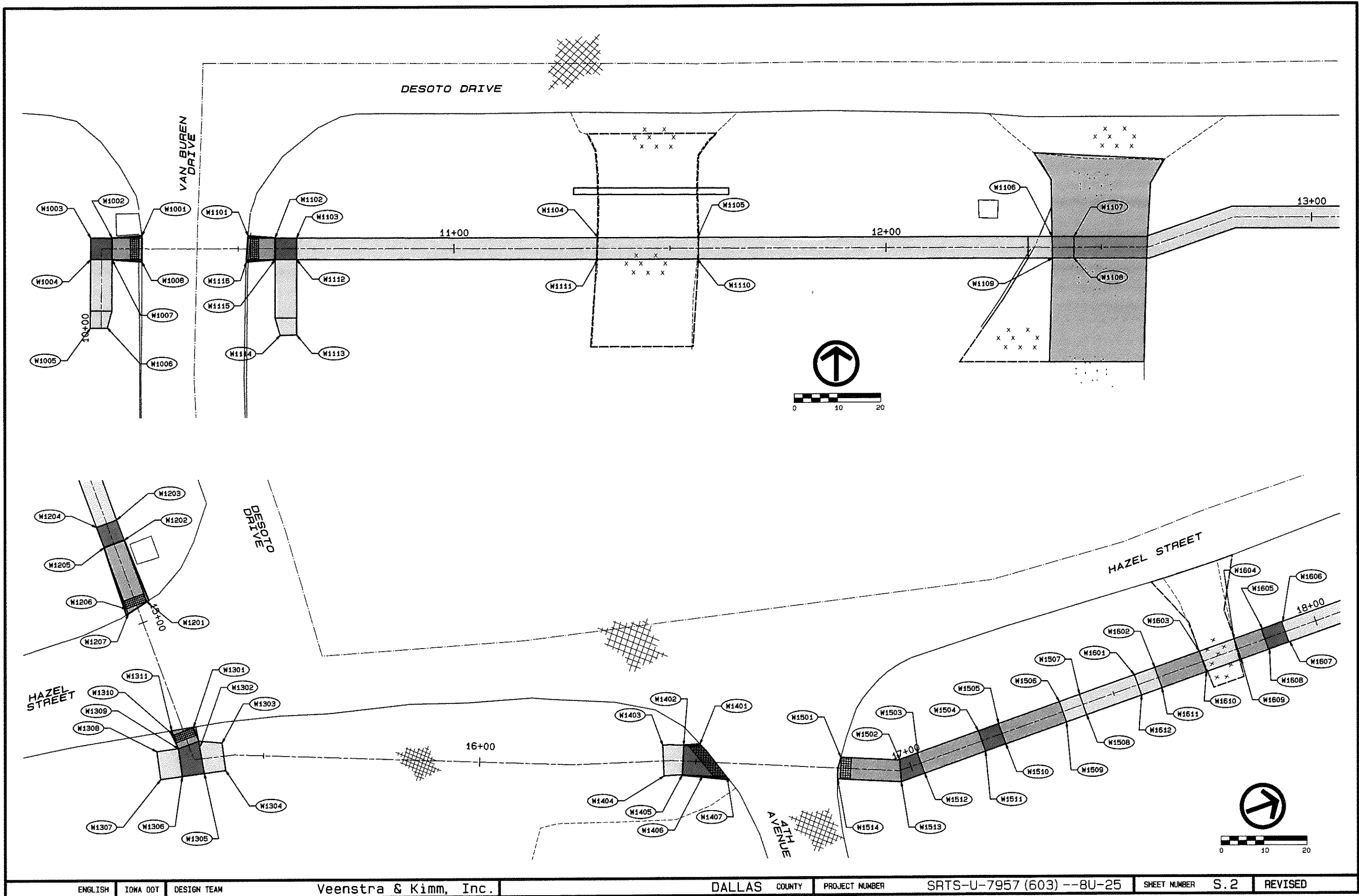
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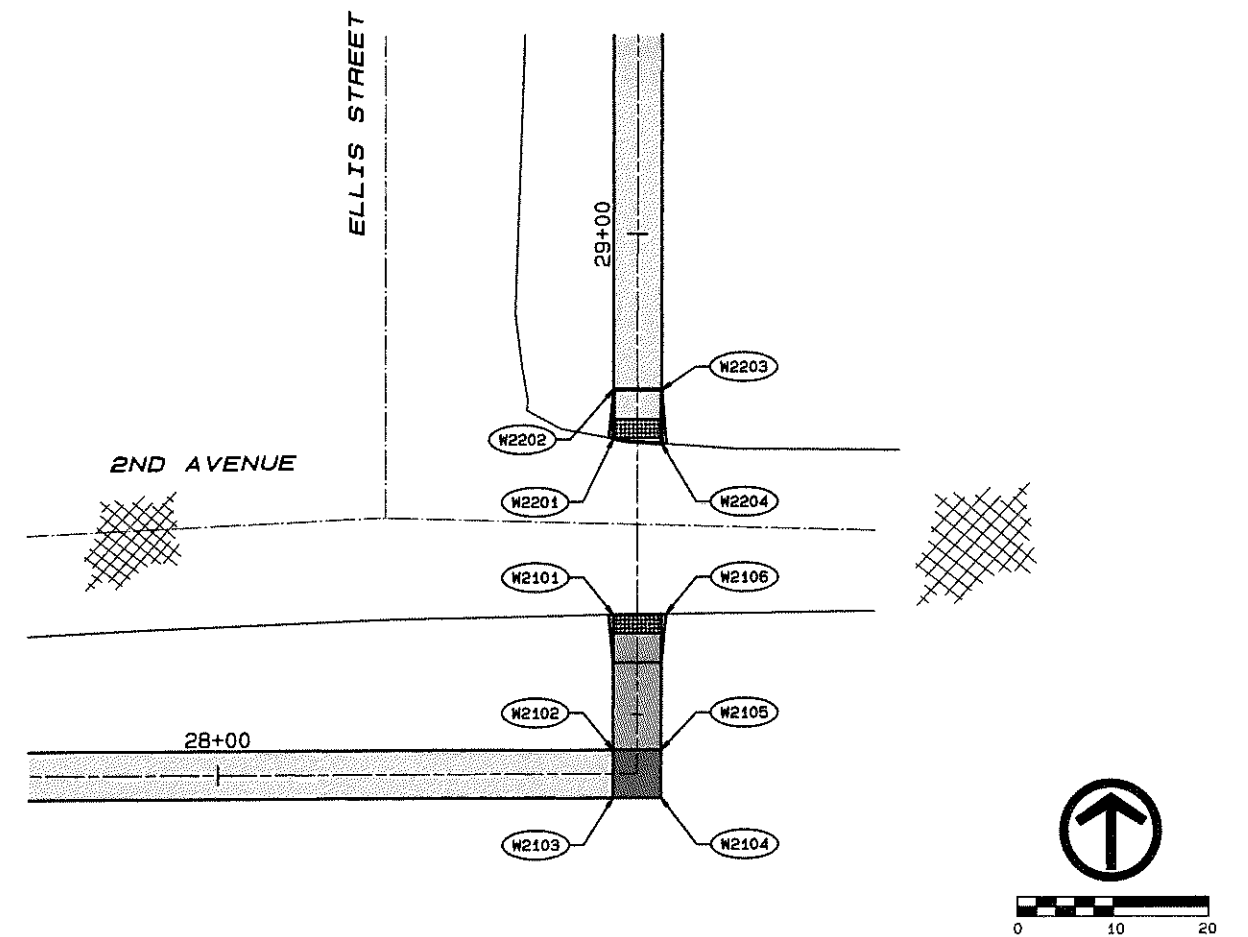
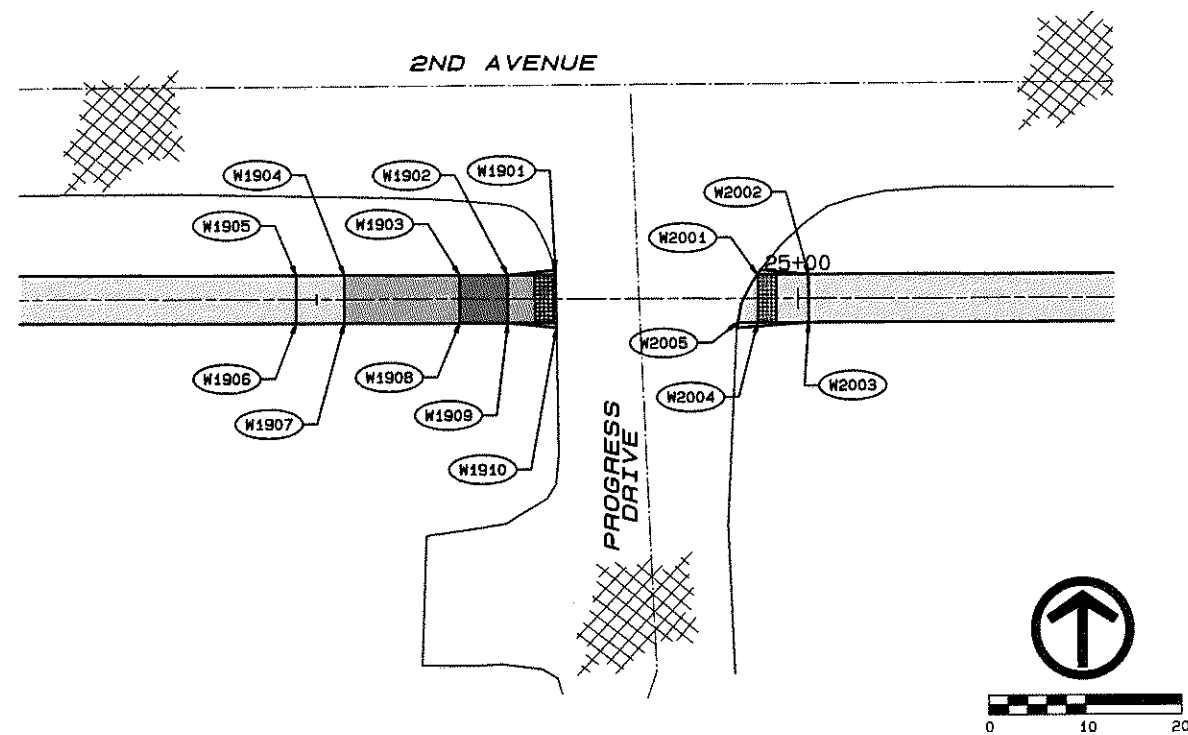
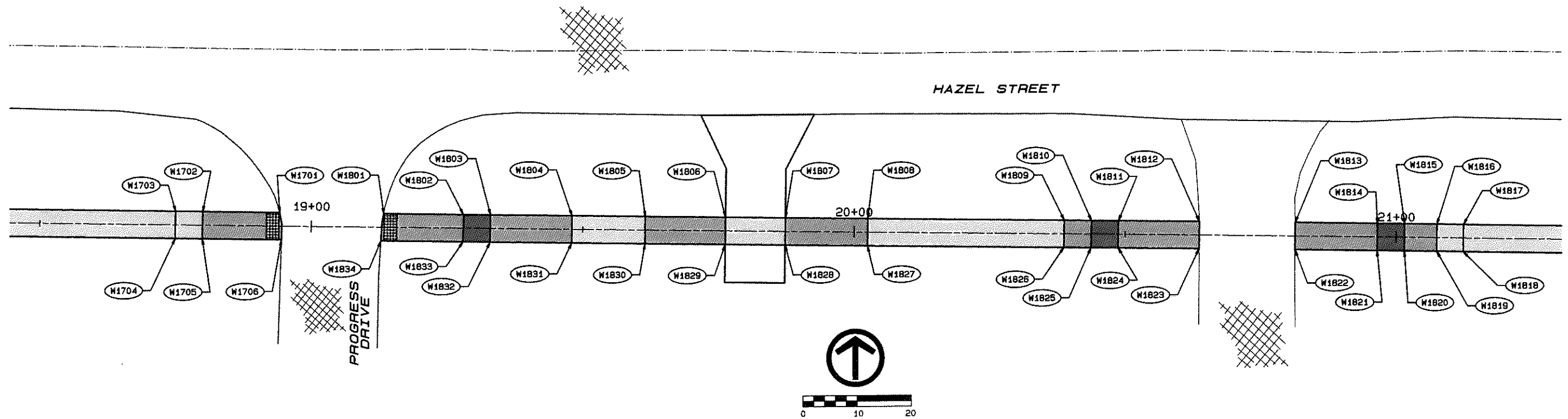
UTILITY LEGEND

PLAN VIEW COLOR LEGEND OF PLAN AND PROFILE SHEETS

- PROPOSED SIDEWALK SHADING
- PROPOSED SIDEWALK LANDING SHADING
- PROPOSED SIDEWALK RAMP SHADING

Sidewalk
Legend And Symbol
Information Sheet
(COVERS SHEET SERIES S)





SIDEWALK COMPLIANCE

See 5 Sheets

113-10
Modified

* Does not include curb
① Staking required by Contracting Authority per Article 2511.03 of the Standard Specifications.

Point to Point		Sidewalk Designation	Distance*	Δ Elevation	Slope	Acceptable Constructed Range	Staking Required on this Quadrant?	Measured Slope	Initials	Remarks	FOR INFORMATION ONLY: VALUES USED TO DETERMINE DESIGNED SLOPES			
			FT	FT	%	Pos. or Neg.	①	%			Point	Station	Offset	Elevation
W1001	W1002	Ramp Running Slope	7.00	0.51	7.3%	0.5% to 8.3%					W1001			912.79
W1001	W1008	Match Existing Cross Slope	5.00	0.09	1.8%	Match Existing					W1002			913.30
W1002	W1003	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1003			913.38
W1002	W1007	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1004			913.45
W1003	W1004	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1005			914.52
W1004	W1005	Ramp Running Slope	15.75	1.07	6.8%	0.5% to 8.3%					W1006			914.45
W1004	W1007	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1007			913.38
W1005	W1006	Match Existing Cross Slope	4.00	-0.07	-1.7%	Match Existing					W1008			912.88
W1006	W1007	Ramp Running Slope	15.75	-1.08	-6.8%	0.5% to 8.3%								
W1007	W1008	Ramp Running Slope	7.00	-0.50	-7.1%	0.5% to 8.3%								
W1101	W1102	Ramp Running Slope	6.00	0.21	3.5%	0.5% to 8.3%					W1101			912.41
W1101	W1116	Match Existing Cross Slope	5.00	0.21	4.2%	Match Existing					W1102			912.62
W1102	W1103	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1103			912.70
W1102	W1115	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1104			907.82
W1103	W1104	Sidewalk Running Slope	69.50	-4.88	-7.0%	0.5% to 8%					W1105			906.90
W1103	W1112	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1106			900.13
W1104	W1105	Sidewalk Running Slope	23.00	-0.92	-4.0%	0.5% to 5.0%					W1107			900.07
W1104	W1111	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1108			900.15
W1105	W1106	Sidewalk Running Slope	82.00	-6.76	-8.2%	0.5% to 9.2%					W1109			900.21
W1105	W1110	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1110			906.97
W1106	W1107	Sidewalk Running Slope	4.40	-0.06	-1.4%	0.5% to 5.0%					W1111			907.89
W1106	W1109	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1112			912.77
W1107	W1108	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1113			913.93
W1108	W1109	Sidewalk Running Slope	4.40	0.06	1.4%	0.5% to 5.0%					W1114			913.92
W1109	W1110	Sidewalk Running Slope	82.00	6.76	8.2%	0.5% to 9.2%					W1115			912.70
W1110	W1111	Sidewalk Running Slope	23.00	0.92	4.0%	0.5% to 5.0%					W1116			912.62
W1111	W1112	Sidewalk Running Slope	69.50	4.88	7.0%	0.5% to 8%								
W1112	W1113	Ramp Running Slope	17.50	1.16	6.6%	0.5% to 8.3%								
W1112	W1115	Landing/Turning Space	5.00	-0.07	-1.5%	0.1% to 2.0%								
W1113	W1114	Match Existing Cross Slope	4.00	-0.01	-0.2%	Match Existing								
W1114	W1115	Ramp Running Slope	17.50	-1.22	-7.0%	0.5% to 8.3%								
W1115	W1116	Ramp Running Slope	6.50	-0.08	-1.2%	0.5% to 8.3%								
W1201	W1202	Ramp Running Slope	15.00	-0.93	-6.2%	0.5% to 8.3%					W1201			891.38
W1201	W1206	Sidewalk Cross Slope	5.00	-0.08	-1.5%	0.5% to 2.0%					W1202			890.45
W1201	W1207	Match Existing Cross Slope	5.00	-0.04	-0.8%	Match Existing					W1203			890.37
W1202	W1203	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1204			890.30
W1202	W1205	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1205			890.37
W1203	W1204	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1206			891.31
W1204	W1205	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1207			891.34
W1205	W1206	Ramp Running Slope	15.00	0.93	6.2%	0.5% to 8.3%								
W1206	W1207	Sidewalk Running Slope	1.25	0.04	2.8%	0.5% to 5.0%								
W1301	W1302	Ramp Running Slope	3.50	-0.25	-7.1%	0.5% to 8.3%					W1301			890.93
W1301	W1310	Sidewalk Cross Slope	5.00	-0.06	-1.2%	0.5% to 2.0%					W1302			890.68
W1301	W1311	Match Existing Cross Slope	5.00	-0.02	-0.4%	Match Existing					W1303			890.67
W1302	W1303	Sidewalk Running Slope	5.25	-0.01	-0.2%	0.5% to 5.0%					W1304			890.37
W1302	W1305	Landing/Turning Space	7.50	-0.11	-1.5%	0.1% to 2.0%					W1305			890.57
W1302	W1309	Landing/Turning Space	5.00	-0.04	-0.9%	0.1% to 2.0%					W1306			890.54
W1303	W1304	Match Existing Cross Slope	6.50	-0.30	-4.6%	Match Existing					W1307			890.34
W1304	W1305	Sidewalk Running Slope	5.00	0.20	4.0%	0.5% to 5.0%					W1308			890.63
W1305	W1306	Landing/Turning Space	5.00	-0.03	-0.6%	0.1% to 2.0%					W1309			890.64
W1306	W1307	Sidewalk Running Slope	5.00	-0.20	-4.0%	0.5% to 5.0%					W1310			890.87
W1306	W1309	Landing/Turning Space	6.50	0.10	1.5%	0.1% to 2.0%					W1311			890.91
W1307	W1308	Match Existing Cross Slope	6.50	0.29	4.5%	Match Existing								
W1308	W1309	Sidewalk Running Slope	5.00	0.01	0.2%	0.5% to 5.0%								
W1309	W1310	Ramp Running Slope	3.50	0.23	6.6%	0.5% to 8.3%								
W1310	W1311	Sidewalk Running Slope	1.00	0.04	4.0%	0.5% to 5.0%								
W1401	W1402	Landing/Turning Space	4.00	0.04	0.9%	0.1% to 2.0%					W1401			890.05
W1401	W1406	Landing/Turning Space	7.00	-0.08	-1.1%	0.1% to 2.0%					W1402			890.09
W1401	W1407	Match Existing Cross Slope	9.00	-0.10	-1.1%	Match Existing					W1403			890.06
W1402	W1403	Sidewalk Running Slope	5.00	-0.03	-0.5%	0.5% to 5.0%					W1404			889.82
W1402	W1405	Landing/Turning Space	7.00	-0.11	-1.5%	0.1% to 2.0%					W1405			889.98
W1403	W1404	Match Existing Cross Slope	7.00	-0.24	-3.4%	Match Existing					W1406			889.97
W1404	W1405	Sidewalk Running Slope	4.00	0.16	4.0%	0.5% to 5.0%					W1407			889.95
W1405	W1406	Landing/Turning Space	4.00	-0.01	-0.2%	0.1% to 2.0%								
W1406	W1407	Landing/Turning Space	6.00	-0.02	-0.3%	0.1% to 2.0%								
W1501	W1502	Ramp Running Slope	14.00	-1.01	-7.2%	0.5% to 8.3%					W1501			889.65
W1501	W1514	Match Existing Cross Slope	5.50	0.13	2.4%	Match Existing					W1502			888.64
W1502	W1503	Landing/Turning Space	4.00	-0.06	-1.5%	0.1% to 2.0%					W1503			888.58
W1502	W1513	Landing/Turning Space	5.50	0.08	1.5%	0.1% to 2.0%					W1504			887.54
W1503	W1504	Ramp Running Slope	15.00	-1.05	-7.0%	0.5% to 8.3%					W1505			887.46
W1503	W1512	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1506			886.42
W1504	W1505	Landing/Turning Space	5.00	-0.07	-1.5%	0.1% to 2.0%					W1507			886.40
W1504	W1511	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1508			886.48
W1505	W1506	Ramp Running Slope	15.00	-1.05	-7.0%	0.5% to 8.3%					W1509			886.49
W1505	W1510	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1510			887.54
W1506	W1507	Sidewalk Running Slope	5.00	-0.01	-0.3%	0.5% to 5.0%					W1511			887.61
W1506	W1509	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1512			888.66
W1507	W1508	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1513			888.72
W1508	W1509	Sidewalk Running Slope	5.00	0.01	0.3%	0.5% to 5.0%					W1514			889.78
W1509	W1510	Ramp Running Slope	15.00	1.04	7.0%	0.5% to 8.3%								
W1510	W1511	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%								

ENGLISH

IOWA DOT

DESIGN TEAM

Veenstra & Kimm, Inc.

DALLAS

COUNTY

PROJECT NUMBER

SRTS-U-7957 (603) --8U-25

SHEET NUMBER

S.4

REVISED

SIDEWALK COMPLIANCE

See S Sheets

113-10
Modified

* Does not include curb
① Staking required by Contracting Authority per Article 2511.03 of the Standard Specifications.

Point to Point		Sidewalk Designation	Distance*	Δ Elevation	Slope	Acceptable Constructed Range	Staking Required on this Quadrant?	Measured Slope	Initials	Remarks	FOR INFORMATION ONLY: VALUES USED TO DETERMINE DESIGNED SLOPES			
			FT	FT	%	Pos. or Neg.	①	%			Point	Station	Offset	Elevation
W1511	W1512	Ramp Running Slope	15.00	1.04	7.0%	0.5% to 8.3%								
W1512	W1513	Landing/Turning Space	6.00	0.07	1.1%	0.1% to 2.0%								
W1513	W1514	Ramp Running Slope	14.50	1.06	7.3%	0.5% to 8.3%								
W1601	W1602	Sidewalk Running Slope	5.00	-0.01	-0.2%	0.5% to 5.0%					W1601			886.36
W1601	W1612	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1602			886.35
W1602	W1603	Ramp Running Slope	11.25	0.82	7.3%	0.5% to 8.3%					W1603			887.17
W1602	W1611	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1604			887.07
W1603	W1604	Sidewalk Running Slope	8.50	-0.10	-1.2%	0.5% to 5.0%					W1605			886.58
W1603	W1610	Sidewalk Cross Slope	5.00	-0.07	-1.5%	0.5% to 2.0%					W1606			886.51
W1604	W1605	Ramp Running Slope	6.75	-0.49	-7.3%	0.5% to 8.3%					W1607			886.58
W1604	W1609	Sidewalk Cross Slope	5.00	-0.08	-1.5%	0.5% to 2.0%					W1608			886.66
W1605	W1606	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1609			887.00
W1605	W1608	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1610			887.10
W1606	W1607	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1611			886.43
W1607	W1608	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1612			886.44
W1608	W1609	Ramp Running Slope	6.75	0.34	5.0%	0.5% to 8.3%								
W1609	W1610	Sidewalk Running Slope	8.50	0.10	1.2%	0.5% to 5.0%								
W1610	W1611	Ramp Running Slope	11.25	-0.67	-6.0%	0.5% to 8.3%								
W1611	W1612	Sidewalk Running Slope	5.00	0.01	0.2%	0.5% to 5.0%								
W1701	W1702	Ramp Running Slope	14.50	-1.06	-7.3%	0.5% to 8.3%					W1701			886.41
W1701	W1706	Match Existing Cross Slope	5.00	-0.15	-3.0%	Match Existing					W1702			885.35
W1702	W1703	Sidewalk Running Slope	5.00	0.04	0.8%	0.5% to 5.0%					W1703			885.39
W1702	W1705	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1704			885.47
W1703	W1704	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1705			885.43
W1704	W1705	Sidewalk Running Slope	5.00	-0.04	-0.8%	0.5% to 5.0%					W1706			886.26
W1705	W1706	Ramp Running Slope	15.00	0.84	5.6%	0.5% to 8.3%								
W1801	W1802	Ramp Running Slope	14.75	-1.08	-7.3%	0.5% to 8.3%					W1801			886.45
W1801	W1834	Match Existing Cross Slope	5.00	-0.20	-4.0%	Match Existing					W1802			885.37
W1802	W1803	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%					W1803			885.30
W1802	W1833	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1804			884.31
W1803	W1804	Ramp Running Slope	15.00	-0.99	-6.6%	0.5% to 8.3%					W1805			884.38
W1803	W1832	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1806			885.35
W1804	W1805	Sidewalk Running Slope	13.50	0.07	0.5%	0.5% to 5.0%					W1807			885.24
W1804	W1831	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1808			884.26
W1805	W1806	Ramp Running Slope	15.00	0.97	6.5%	0.5% to 8.3%					W1809			884.06
W1805	W1830	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1810			884.35
W1806	W1807	Sidewalk Running Slope	11.00	-0.11	-1.0%	0.5% to 5.0%					W1811			884.43
W1806	W1829	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1812			885.52
W1807	W1808	Ramp Running Slope	15.00	-0.98	-6.5%	0.5% to 8.3%					W1813			885.39
W1807	W1828	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1814			884.30
W1808	W1809	Sidewalk Running Slope	36.25	-0.20	-0.6%	0.5% to 5.0%					W1815			884.22
W1808	W1827	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1816			883.86
W1809	W1810	Ramp Running Slope	5.00	0.29	5.8%	0.5% to 8.3%					W1817			883.87
W1809	W1826	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1818			883.94
W1810	W1811	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1819			883.94
W1810	W1825	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1820			884.30
W1811	W1812	Ramp Running Slope	15.00	1.10	7.3%	0.5% to 8.3%					W1821			884.37
W1811	W1824	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1822			885.45
W1812	W1813	Sidewalk Running Slope	17.75	-0.13	-0.7%	0.5% to 5.0%					W1823			885.51
W1812	W1823	Match Existing Cross Slope	5.00	-0.01	-0.3%	Match Existing					W1824			884.50
W1813	W1814	Ramp Running Slope	15.00	-1.10	-7.3%	0.5% to 8.3%					W1825			884.43
W1813	W1822	Match Existing Cross Slope	5.00	0.06	1.2%	Match Existing					W1826			884.14
W1814	W1815	Landing/Turning Space	5.00	-0.07	-1.5%	0.1% to 2.0%					W1827			884.34
W1814	W1821	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1828			885.32
W1815	W1816	Ramp Running Slope	6.00	-0.36	-6.0%	0.5% to 8.3%					W1829			885.43
W1815	W1820	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1830			884.46
W1816	W1817	Sidewalk Running Slope	5.00	0.00	0.1%	0.5% to 5.0%					W1831			884.39
W1816	W1819	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%					W1832			885.37
W1817	W1818	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%					W1833			885.45
W1818	W1819	Sidewalk Running Slope	5.00	-0.01	-0.1%	0.5% to 5.0%					W1834			886.25
W1819	W1820	Ramp Running Slope	6.00	0.36	6.0%	0.5% to 8.3%								
W1820	W1821	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%								
W1821	W1822	Ramp Running Slope	15.00	1.08	7.2%	0.5% to 8.3%								
W1822	W1823	Sidewalk Running Slope	17.75	0.05	0.3%	0.5% to 5.0%								
W1823	W1824	Ramp Running Slope	15.00	-1.01	-6.7%	0.5% to 8.3%								
W1824	W1825	Landing/Turning Space	5.00	-0.08	-1.5%	0.1% to 2.0%								
W1825	W1826	Ramp Running Slope	5.00	-0.29	-5.8%	0.5% to 8.3%								
W1826	W1827	Sidewalk Running Slope	36.25	0.20	0.6%	0.5% to 5.0%								
W1827	W1828	Ramp Running Slope	15.00	0.98	6.5%	0.5% to 8.3%								
W1828	W1829	Sidewalk Running Slope	11.00	0.11	1.0%	0.5% to 5.0%								
W1829	W1830	Ramp Running Slope	15.00	-0.97	-6.5%	0.5% to 8.3%								
W1830	W1831	Sidewalk Running Slope	13.50	-0.07	-0.5%	0.5% to 5.0%								
W1831	W1832	Ramp Running Slope	15.00	0.99	6.6%	0.5% to 8.3%								
W1832	W1833	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%								
W1833	W1834	Ramp Running Slope	15.00	0.80	5.4%	0.5% to 8.3%								
W1901	W1902	Ramp Running Slope	5.00	0.21	4.2%	0.5% to 8.3%					W1901			882.97
W1901	W1910	Match Existing Cross Slope	5.00	0.03	0.6%	Match Existing					W1902			883.18
W1902	W1903	Landing/Turning Space	5.00	-0.07	-1.5%	0.1% to 2.0%					W1903			883.11
W1902	W1909	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%					W1904			882.23
W1903	W1904	Ramp Running Slope	12.00	-0.88	-7.3%	0.5% to 8.3%					W1905			882.18
W1903	W1908	Landing/Turning Space	5.00	0.07	1.5%	0.1% to 2.0%					W1906			882.26
W1904	W1905	Sidewalk Running Slope	5.00	-0.05	-1.0%	0.5% to 5.0%					W1907			882.31

ENGLISH

IOWA DOT

DESIGN TEAM

Veenstra & Kimm, Inc.

DALLAS

COUNTY

PROJECT NUMBER

SRTS-U-7957 (603) --8U-25

SHEET NUMBER

S.5

REVISED

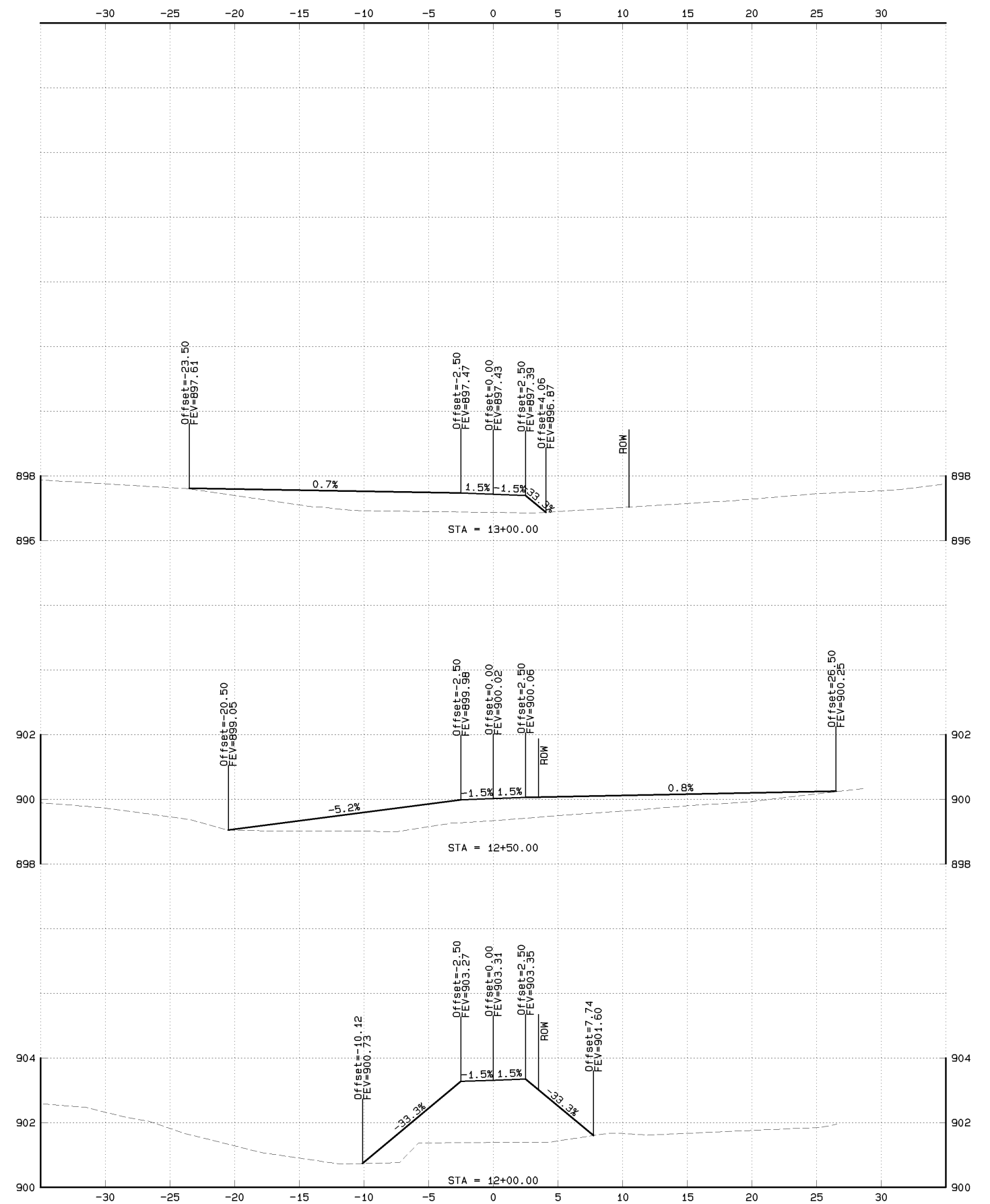
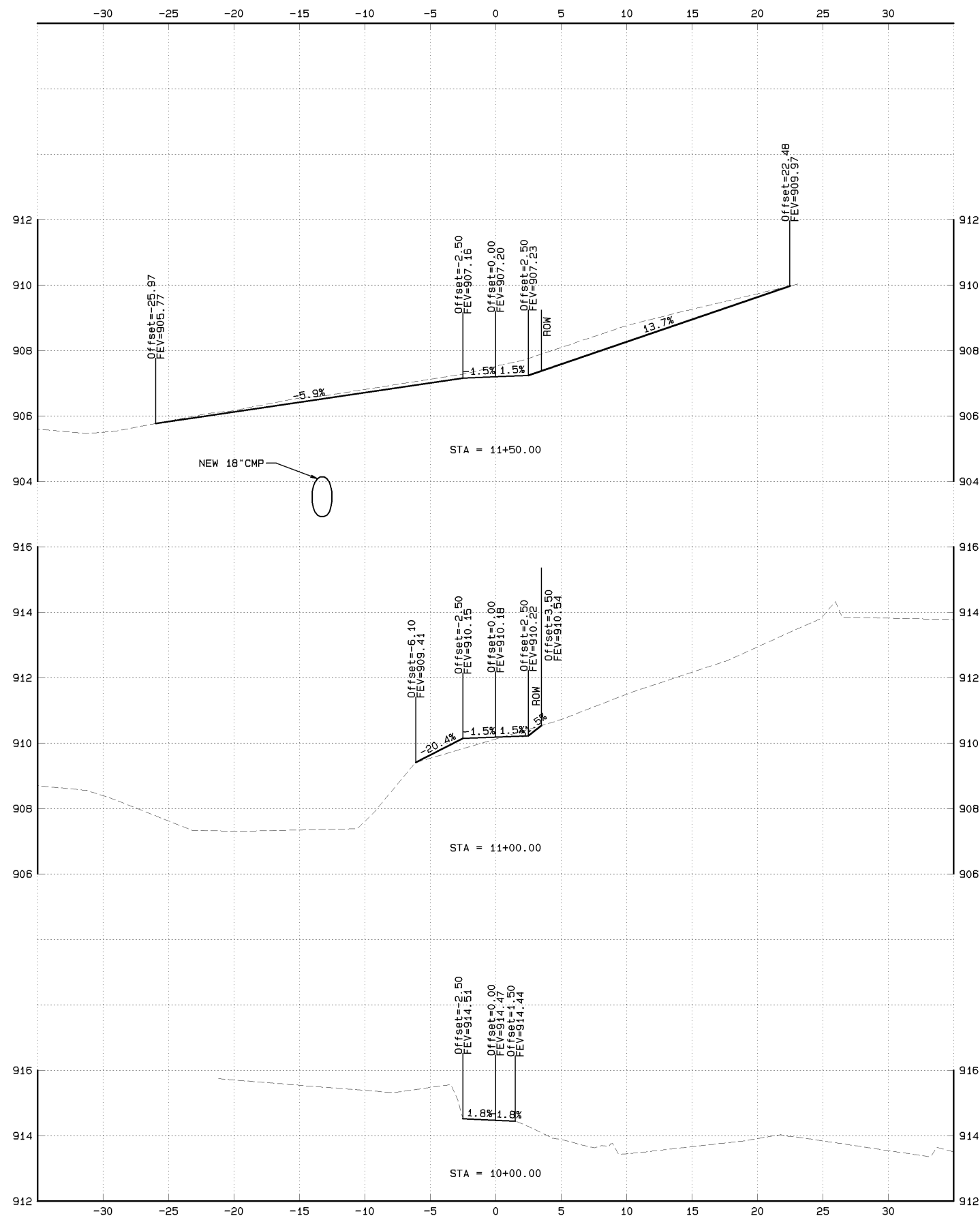
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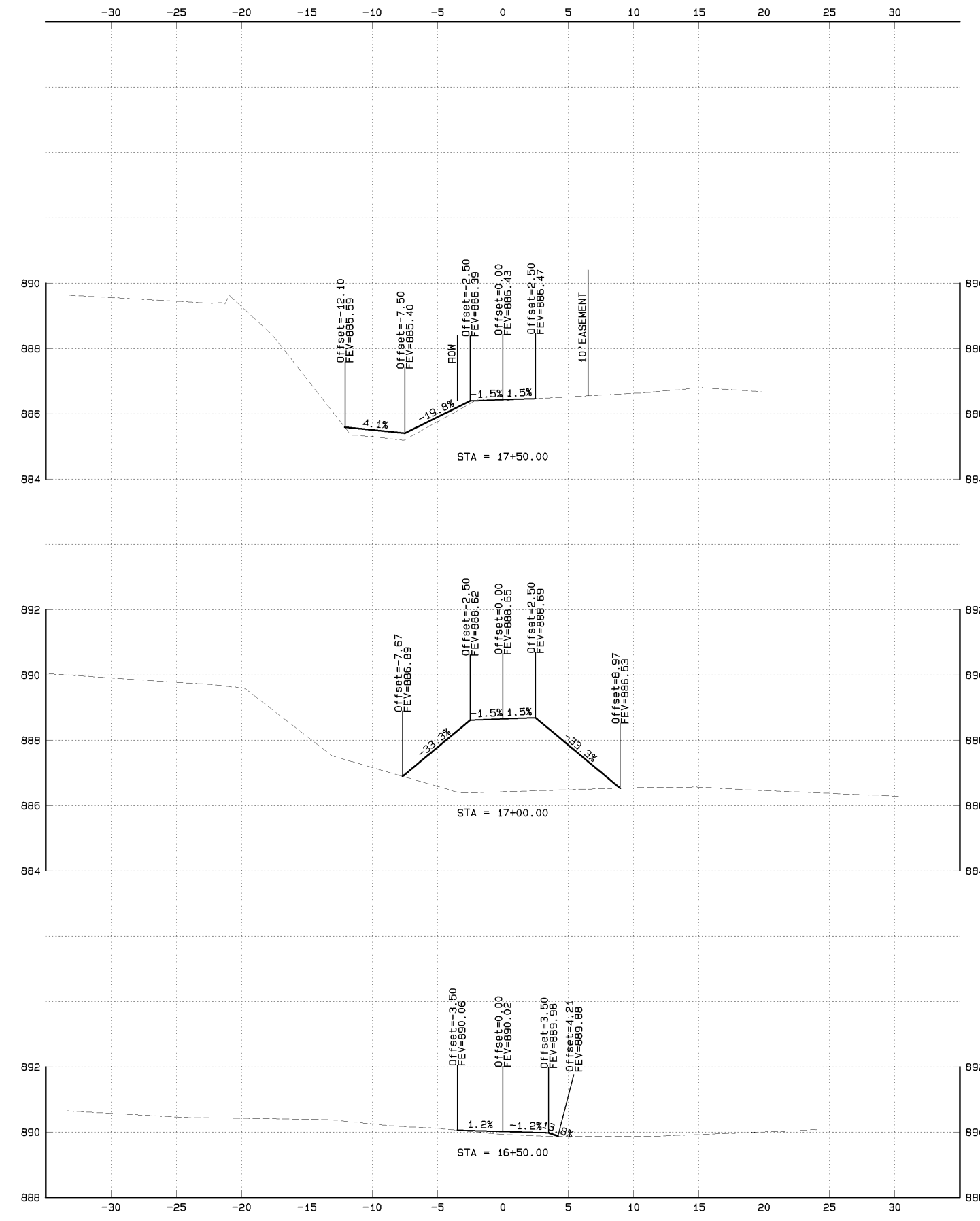
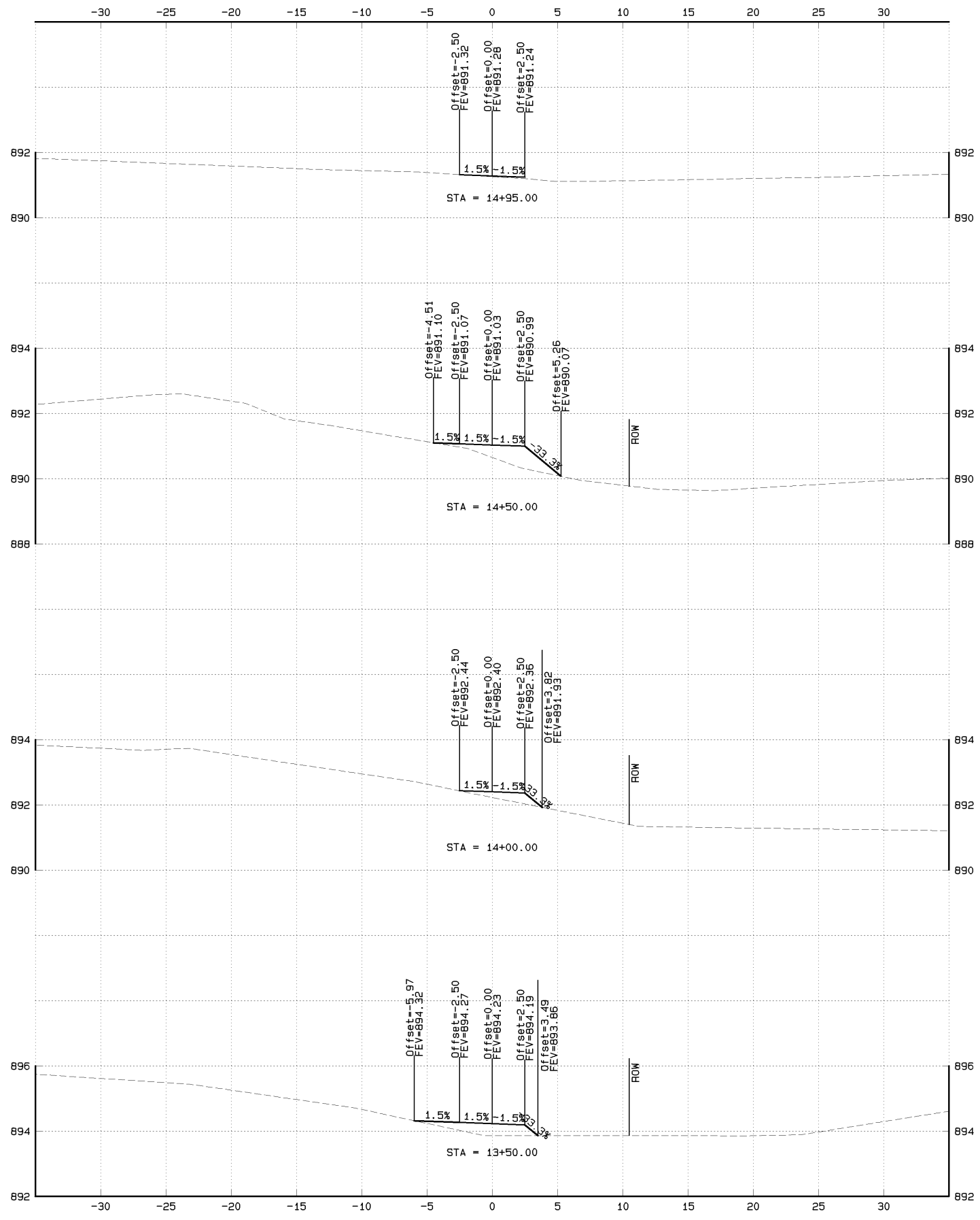
See S Sheets

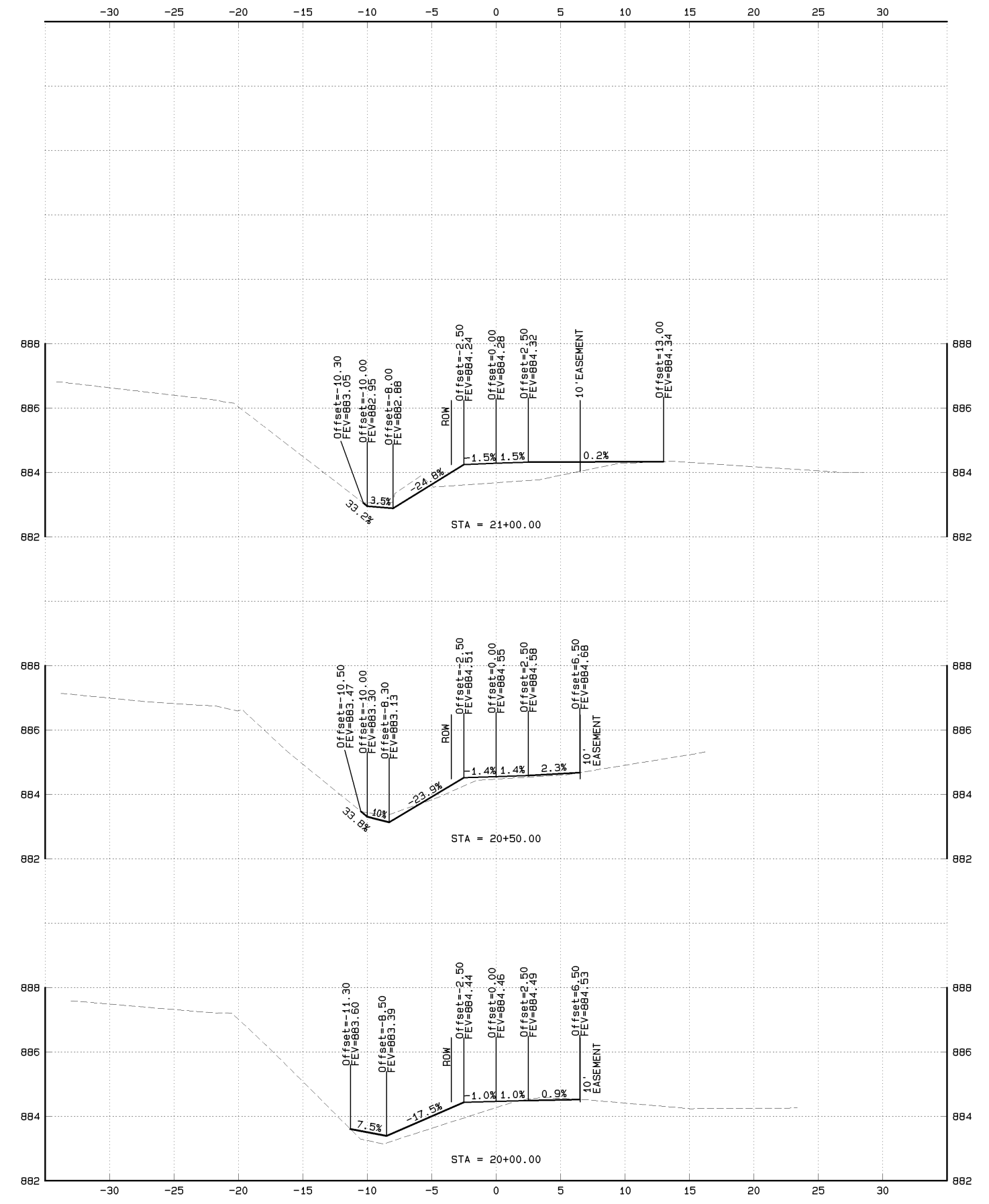
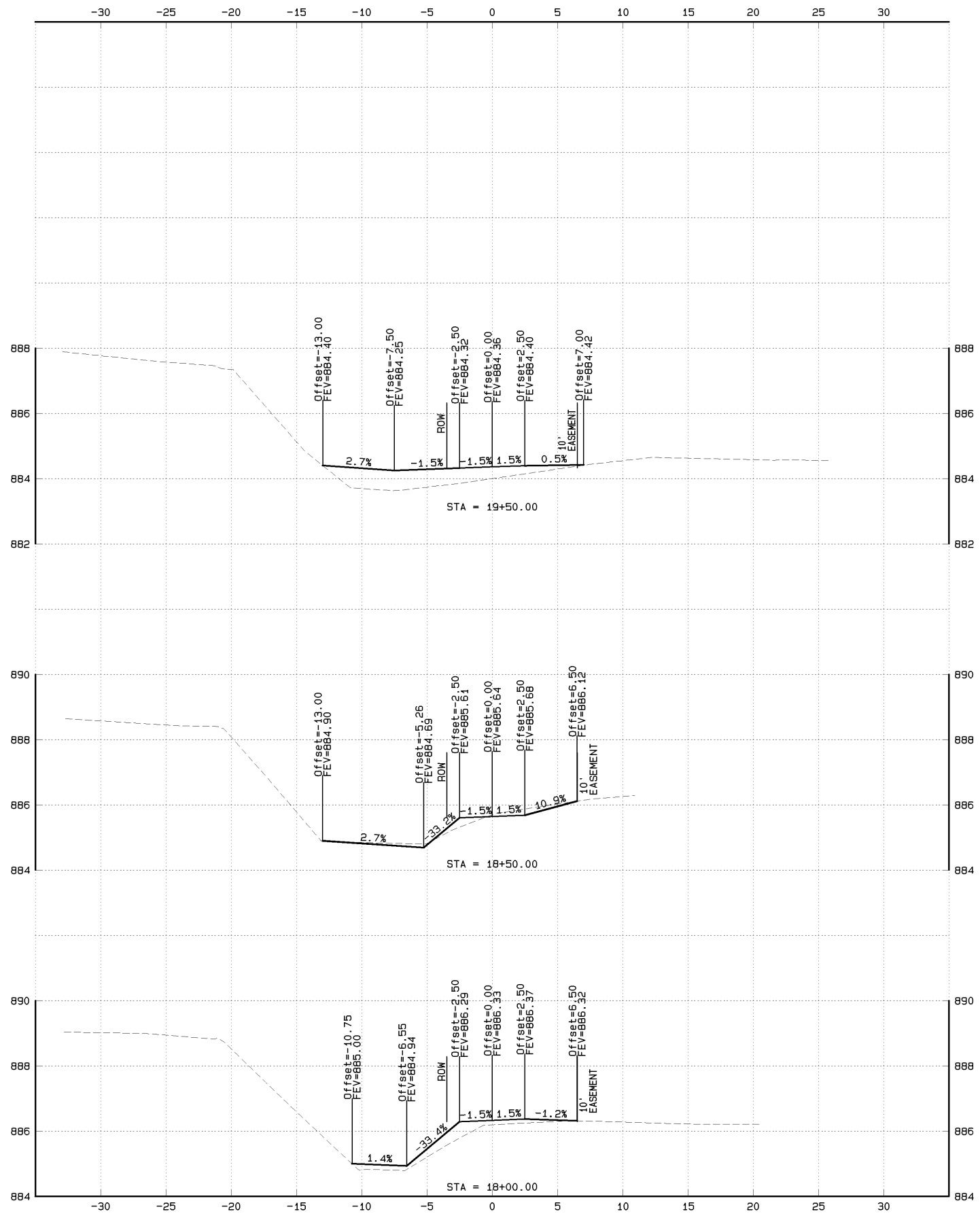
* Does not include curb

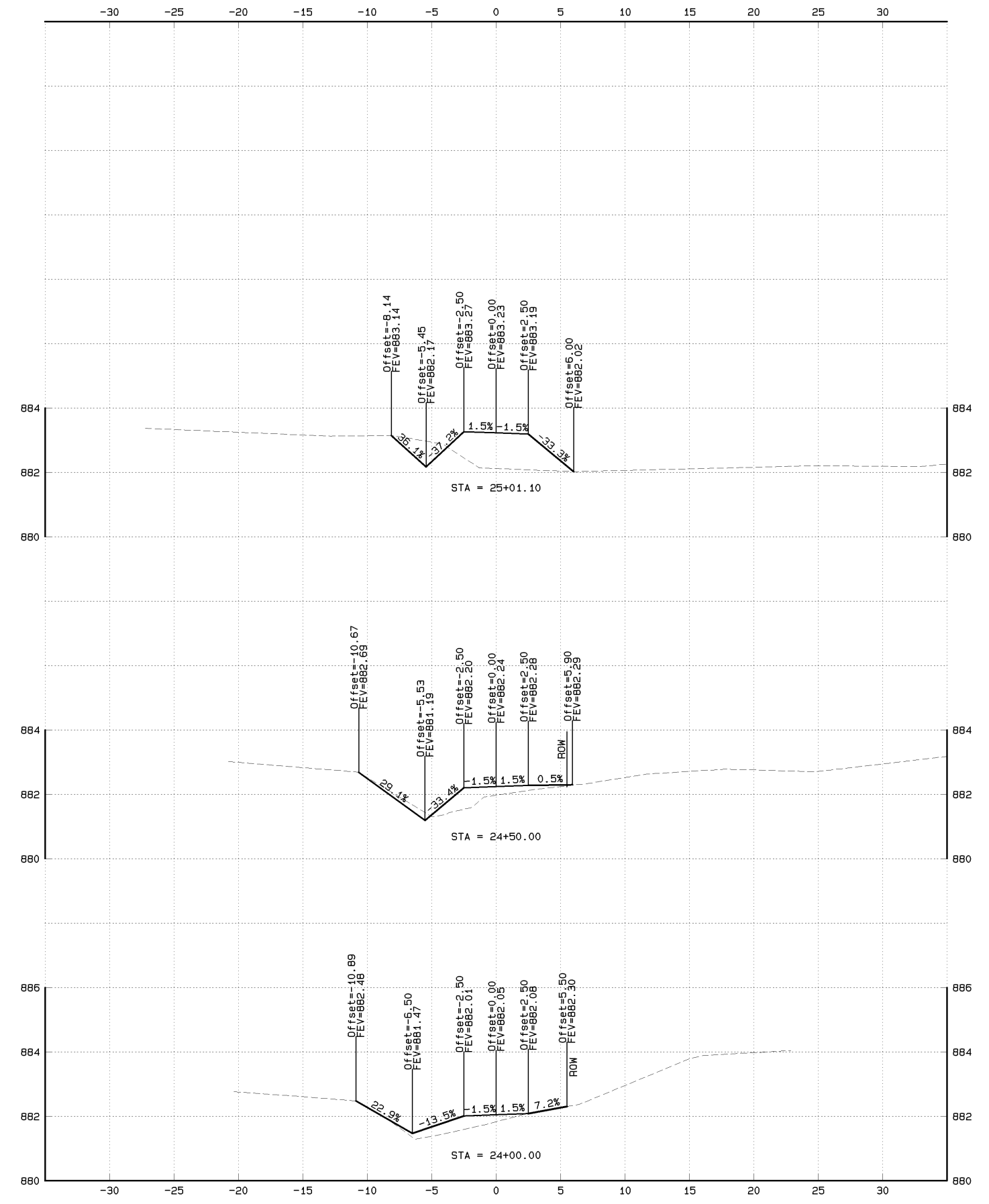
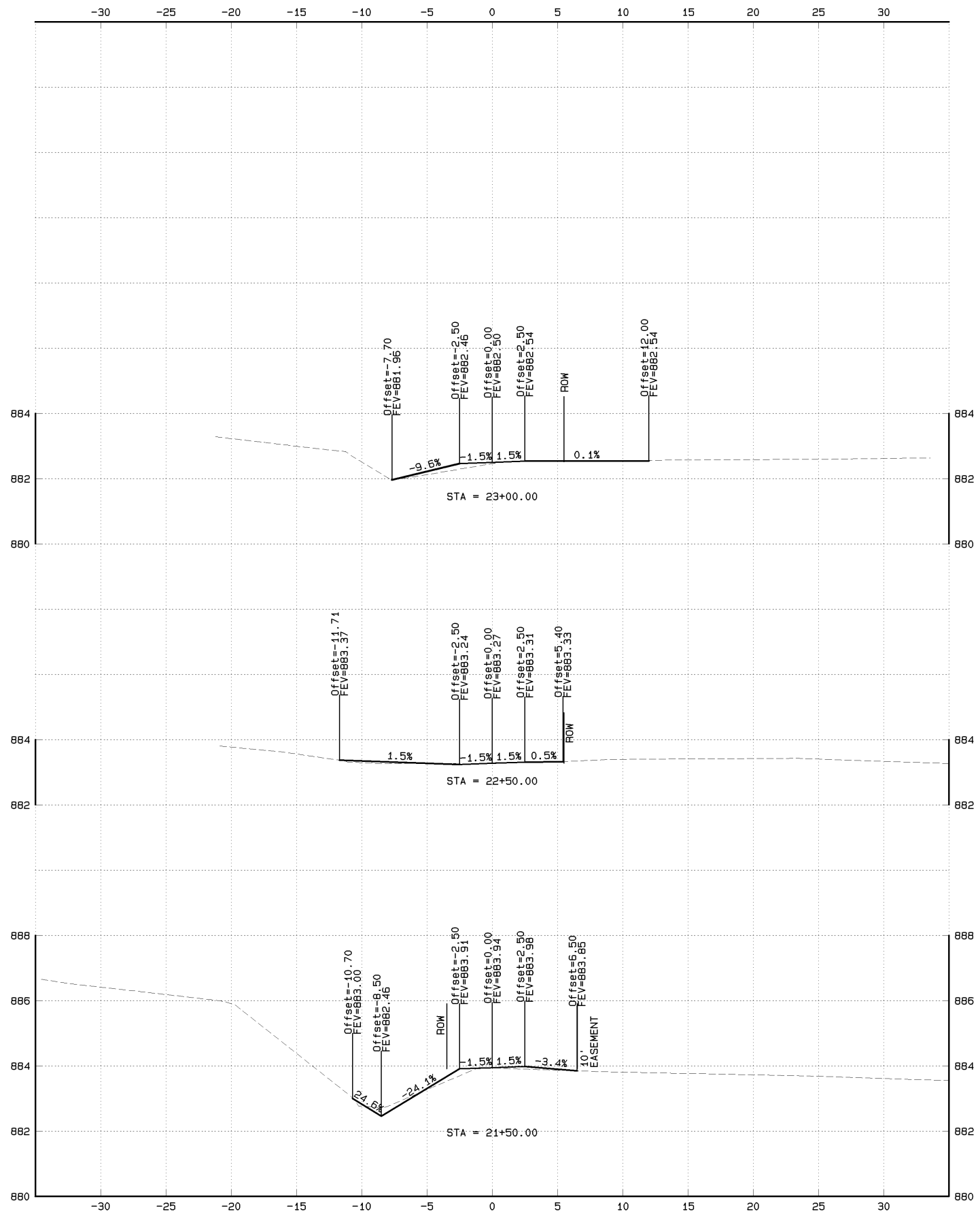
① Staking required by Contracting Authority per Article 2511.03 of the Standard Specifications.

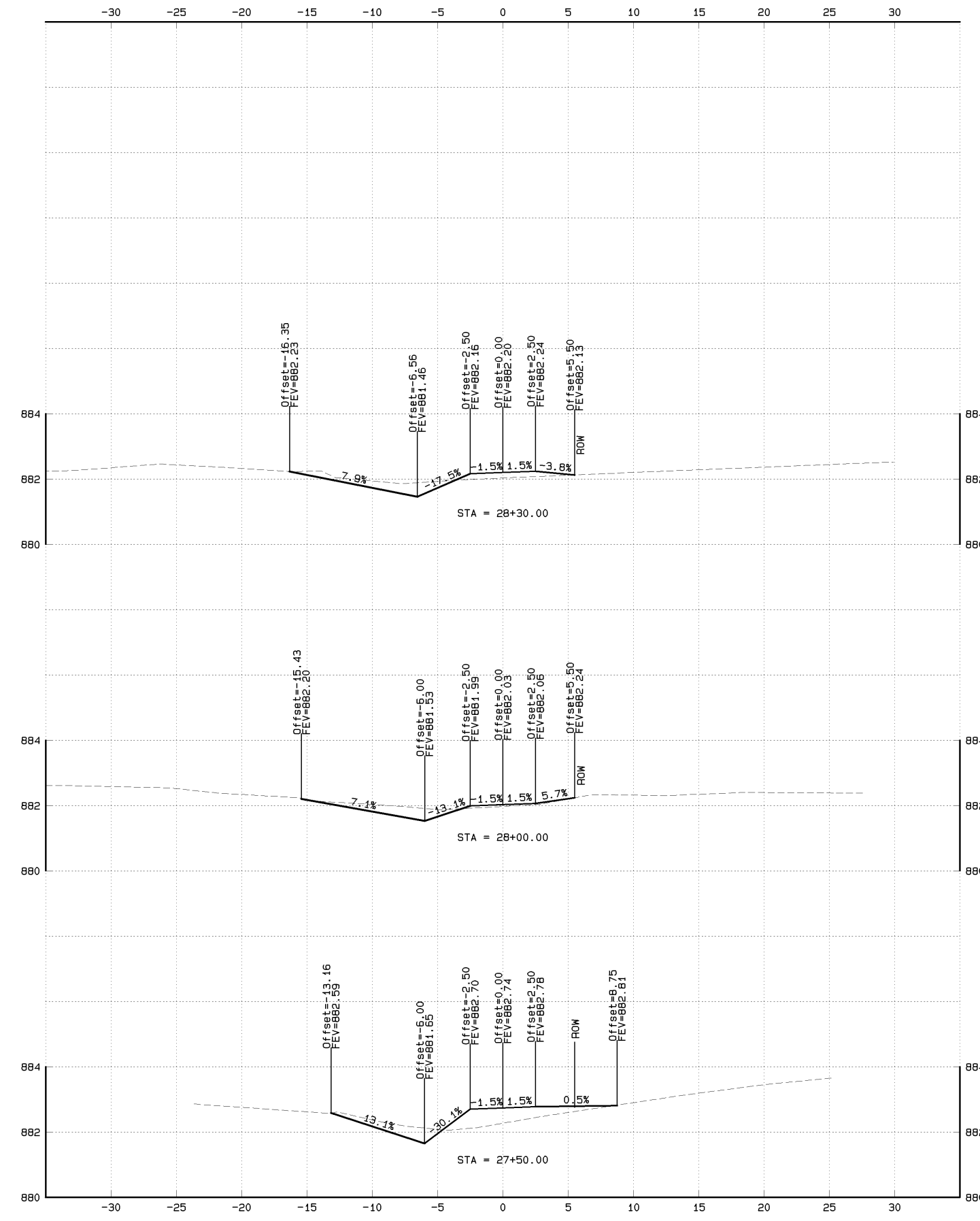
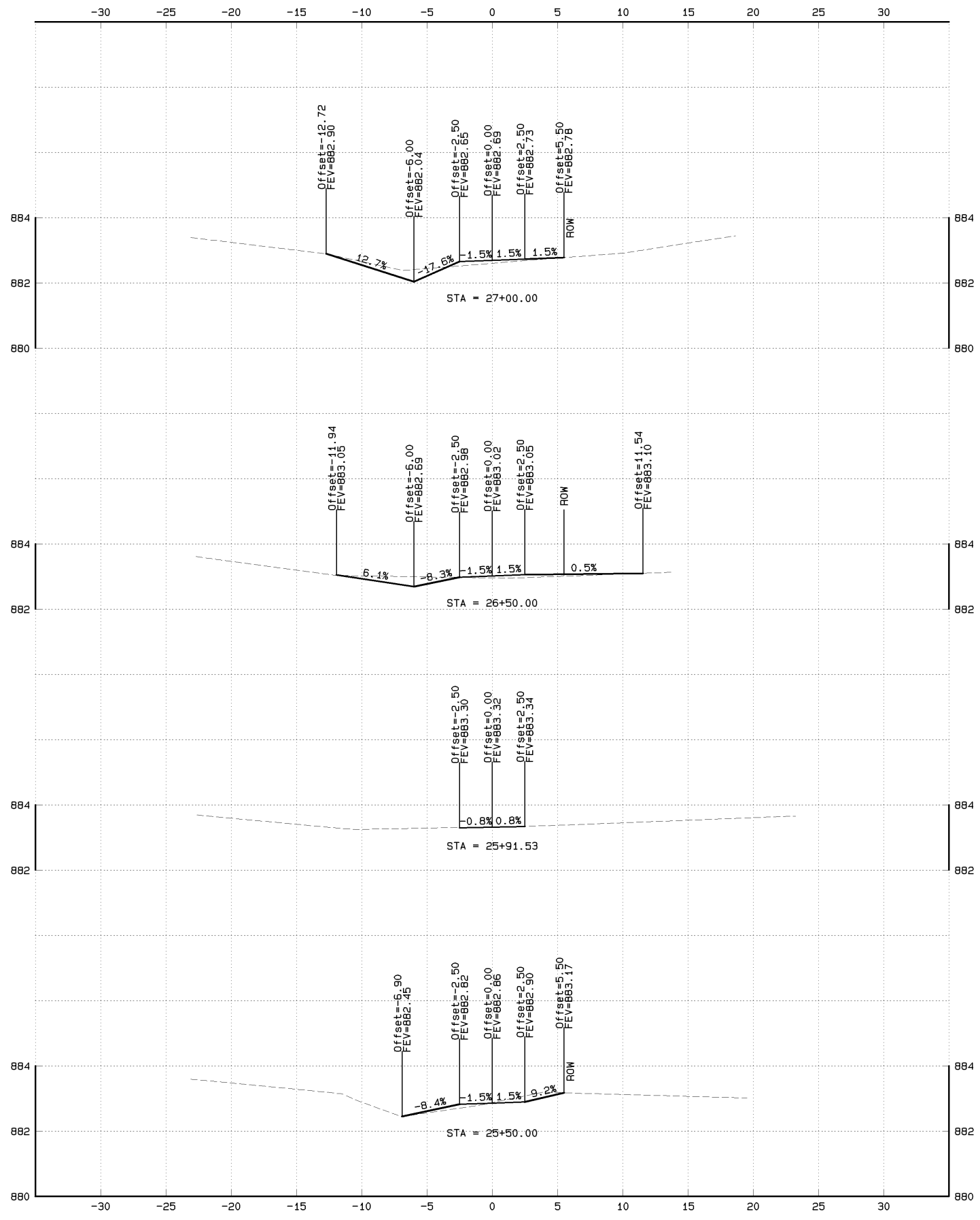
Staking Required by Contracting Authority per Article 2311.05 of the Standard Specifications.												FOR INFORMATION ONLY: VALUES USED TO DETERMINE DESIGNED SLOPES			
Point to Point		Sidewalk Designation	Distance*	Δ Elevation	Slope	Acceptable Constructed Range	Staking Required on this Quadrant? ①	Measured Slope	Initials	Remarks		Point	Station	Offset	Elevation
												FT	FT	%	Pos. or Neg.
W1904	W1907	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%						W1908			883.18
W1905	W1906	Sidewalk Cross Slope	5.00	0.08	1.5%	0.5% to 2.0%						W1909			883.26
W1906	W1907	Sidewalk Running Slope	5.00	0.05	1.0%	0.5% to 5.0%						W1910			883.00
W1907	W1908	Ramp Running Slope	12.00	0.88	7.3%	0.5% to 8.3%									
W1908	W1909	Landing/Turning Space	5.00	0.08	1.5%	0.1% to 2.0%									
W1909	W1910	Ramp Running Slope	5.00	-0.25	-5.1%	0.5% to 8.3%									
W2001	W2002	Sidewalk Running Slope	5.00	0.03	0.6%	0.5% to 5.0%						W2001			883.21
W2001	W2004	Sidewalk Cross Slope	5.00	-0.08	-1.5%	0.5% to 2.0%						W2002			883.24
W2001	W2005	Match Existing Cross Slope	5.50	-0.08	-1.5%	Match Existing						W2003			883.21
W2002	W2003	Sidewalk Cross Slope	5.00	-0.03	-0.6%	0.5% to 2.0%						W2004			883.14
W2003	W2004	Sidewalk Running Slope	5.00	-0.08	-1.5%	0.5% to 5.0%						W2005			883.13
W2004	W2005	Sidewalk Running Slope	2.00	0.00	-0.2%	0.5% to 5.0%									
W2101	W2102	Ramp Running Slope	14.00	0.55	3.9%	0.5% to 8.3%						W2101			882.10
W2101	W2106	Match Existing Cross Slope	5.00	-0.02	-0.4%	Match Existing						W2102			882.65
W2102	W2103	Landing/Turning Space	5.00	0.03	0.6%	0.1% to 2.0%						W2103			882.68
W2102	W2105	Landing/Turning Space	5.00	-0.03	-0.6%	0.1% to 2.0%						W2104			882.65
W2103	W2104	Landing/Turning Space	5.00	-0.03	-0.6%	0.1% to 2.0%						W2105			882.62
W2104	W2105	Landing/Turning Space	5.00	-0.03	-0.6%	0.1% to 2.0%						W2106			882.08
W2105	W2106	Ramp Running Slope	14.00	-0.54	-3.9%	0.5% to 8.3%									
W2201	W2202	Sidewalk Running Slope	5.00	0.03	0.6%	0.5% to 5.0%						W2201			882.06
W2201	W2204	Match Existing Cross Slope	5.00	-0.01	-0.2%	Match Existing						W2202			882.09
W2202	W2203	Sidewalk Cross Slope	5.00	0.07	1.5%	0.5% to 2.0%						W2203			882.17
W2203	W2204	Sidewalk Running Slope	5.50	-0.12	-2.1%	0.5% to 5.0%						W2204			882.05

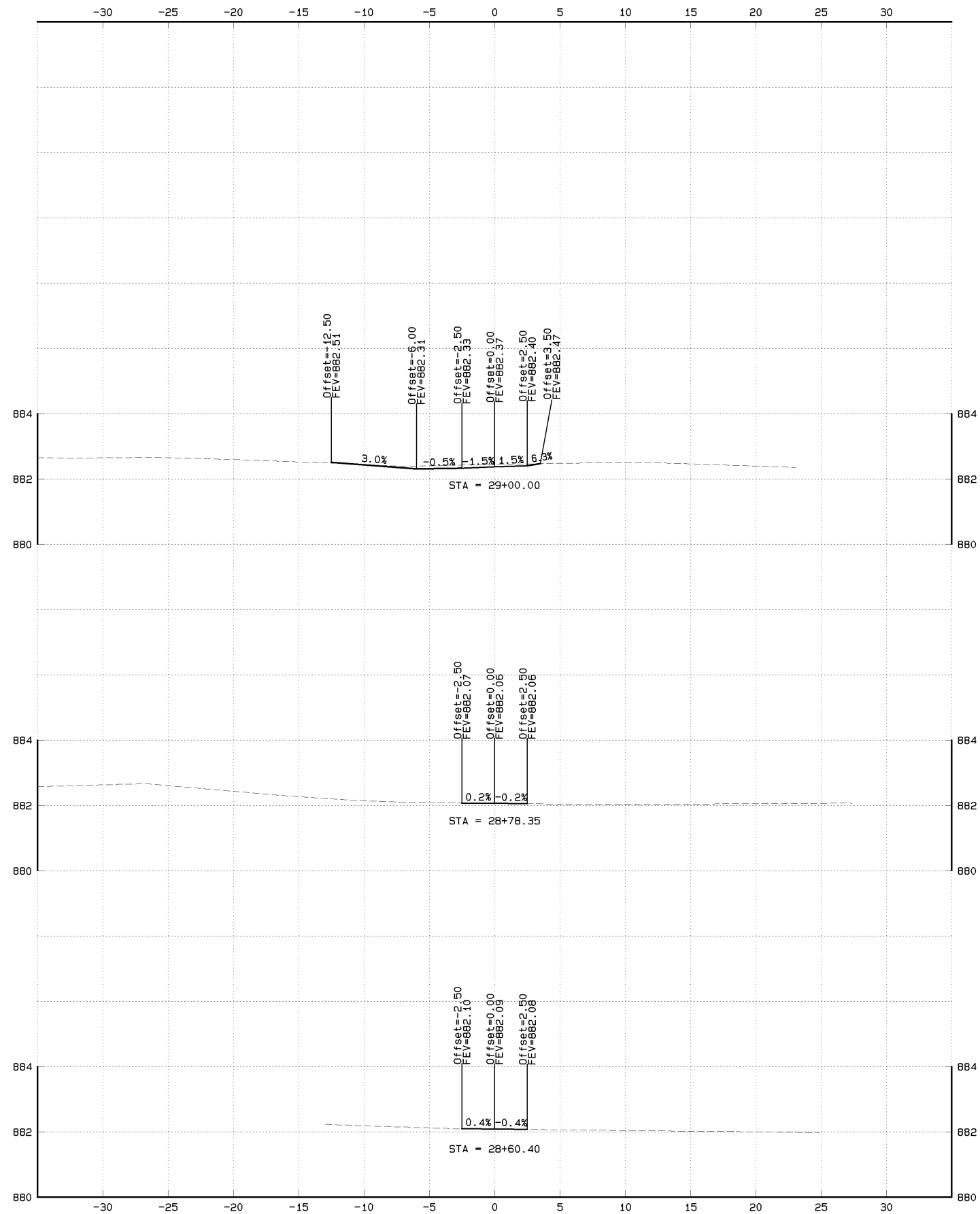












Support for: Agenda Item #10 -

Ordinance adding RAGBRAI Chapter

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed RAGBRAI ordinance.

I move to waive the second reading of the proposed RAGBRAI ordinance.

I move to waive the third reading of the proposed RAGBRAI ordinance.

I move to approve and adopt the proposed RAGBRAI ordinance.

ORDINANCE No. _____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, ADDING A NEW CHAPTER TITLED “RAGBRAI
ORDINANCE – MISCELLANEOUS PERMITS”

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to establish rules, regulations pertaining to miscellaneous permits required as RAGBRAI passes through Van Meter on July 23, 2013.

SECTION 2: New Chapter Created.

Chapter _____

RAGBRAI ORDINANCE - MISCELLANEOUS PERMITS

Sections:

- ___.01 Commercial Booth-Permit Required**
- ___.02 Commercial Booth Fees**
- ___.03 Commercial Booth Location**
- ___.04 Health Regulations**
- ___.05 Glass Containers**
- ___.06 Nuisance**
- ___.07 Violations-Penalties**
- ___.08 Effective Period**
- ___.09 Street Closings**

___.01 Commercial Booth - Permit Required. No person, club, group, organization, corporation or entity of any kind shall provide or sell food, or other goods and services to the public in Van Meter on July 23, 2013, unless said person or entity shall first obtain a Commercial Booth Permit from the City of Van Meter through the City Clerk located at 505 Grant Street in Van Meter, Iowa. However, any person or entity which is a resident of Dallas County and in possession of a valid permit issued by the State of Iowa for the sale of food to be consumed on its premises as of June 30, 2013, or in possession of a current Iowa retail sales tax permit, shall be exempt from the requirements of this Section.

___.02 Commercial Booth Fees. The fee for a Van Meter Commercial Booth Permit shall be \$400.00. Booth space is 20’ x 10’.

___.03 Commercial Booth Location. A vendor who has been granted a Van Meter Commercial Booth permit shall locate its temporary sale facility at a location to be determined by the official Van Meter RAGBRAI Committee.

___.04 Health Regulations. A person or entity issued a commercial booth permit pursuant to this Chapter (a RAGBRAI COMMERCIAL BOOTH PERMITTEE herein) shall comply with the Iowa Department of Health and Any County Department of Health rules and regulations pertaining to the sale and dispensing of food for consumption on its premises.

___.05 Glass Containers. To promote safety during RAGBRAI, all beverages sold in Van Meter, Iowa, by Commercial Booth permittees, on July 23, 2013 and until 10:00 a.m. on July 24, 2013, shall be sold in non-glass containers only. This requirement shall also apply to any existing business, restaurant, service station, grocery store or other establishment selling beverages on its premises in an outdoor setting open to the public.

___.06 Nuisance. The sale of food or the erection of a temporary facility for the sale of food or other merchandise without a Van Meter Commercial Booth or Van Meter Commercial Booth Non-Food permit on July 23, 2013, in violation of the provisions of this Chapter shall be considered a nuisance, as defined by Section 50.01 of the City Code of Ordinances. If this type of nuisance is determined to exist, an emergency abatement procedure pursuant to Subsection 50.09 of the City Code is hereby authorized and may be executed by any peace officer or those acting at their direction by dismantling and removing the nuisance without notice. However, if the only nuisance or violation of this chapter is the offender's failure to obtain the necessary permit, the RAGBRAI Committee, in lieu of immediate abatement, may allow the person or organization to immediately purchase (cash only) a necessary permit as provided by this Ordinance.

___.7 Violations - Penalties. Selling or supplying food or merchandise to any person without a Van Meter Commercial Booth or Van Meter Commercial Booth Non-Food permit on July 23, 2013, or any violation of this chapter shall be a simple misdemeanor punishable by a maximum fine of \$500.00 and/or a maximum of thirty (30) days in Jail. Furthermore, any violation of this Chapter shall constitute a municipal infraction, as set forth in Chapter 3 of the City Code of Ordinances, and, therefore, any civil penalties may likewise be assessed and enforced as set forth.

___.8 Effective Period. The provisions of this ordinance shall be effective from 5:00 a.m. (local time) on July 22, 2013 until 5:00 p.m. (local time) on July 24, 2013.

___.9 Street Closings. During the effective dates of this ordinance and without prior Council approval regarding the blocking of any city streets, the Van Meter Police Chief, or those at their direction, may place barricades or road blocks in any City street, alley or roadway to redirect vehicular traffic in order to enhance the proper and safe flow of bicycle and vehicular traffic within the City limits of the City of Van Meter.

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this ____ day of May, 2013, and approved this _____ day of May, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #11 -

Ordinance amending Water Rates

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed Water Rate ordinance amendment.

I move to waive the second reading of the proposed Water Rate ordinance amendment.

I move to waive the third reading of the proposed Water Rate ordinance amendment.

I move to approve and adopt the proposed Water Rate ordinance amendment.

ORDINANCE No. ____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, AMENDING CHAPTER CONCERNING “WATER
RATES”

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to update the rates reflected in the Van Meter Code of Ordinances for the water services.

SECTION 2: Amendment.

(A) Section 92.02 and 92.03 is hereby amended as follows:

92.02 RATES FOR SERVICE. Water service shall be furnished at the following monthly rates within the City:

(Code of Iowa, Sec. 384.84)

Gallons Used Per Month	Rate
First 2,000	\$4 15.84 (minimum bill)
All over 2000	\$3.61 per 1,000 gallons or portion thereof

(Ord. 213 – Aug. 10 Supp.)

92.03 RATES OUTSIDE THE CITY. Water service shall be provided to any customer located outside the corporate limits of the City which the City has agreed to serve at the following rates:

Gallons Used Per Month	Rate
First 2,000	\$24 31.69 (minimum bill)
All over 2000	\$7.23 per 1,000 gallons or portion thereof

(Ord. 213 – Aug. 10 Supp.)

No such customer, however, will be served unless the customer shall have signed a service contract agreeing to be bound by the ordinances, rules and regulations applying to water service established by the Council.

(Code of Iowa, Sec. 364.4 & 384.84)

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the

ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this ____ day of May, 2013, and approved this _____ day of May, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #12 -

Ordinance amending Council Compensation

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed Council Compensation ordinance amendment.

I move to waive the second reading of the proposed Council Compensation ordinance amendment.

I move to waive the third reading of the proposed Council Compensation ordinance amendment.

I move to approve and adopt the proposed Council Compensation ordinance amendment.

Three Year Mayor and Council Compensation Averages

Payroll	Mayor	Council Member 1	Council Member 2	Council Member 3	Council Member 4	Council Member 5	Average Council Payout
1/8/2010	\$ 2,320.00	\$ 525.00	\$ 1,025.00	\$ 375.00	\$ 400.00	\$ 225.00	\$ 510.00
7/23/2010	\$ 2,080.00	\$ 550.00	\$ 400.00	\$ 575.00	\$ 950.00	\$ 425.00	\$ 580.00
1/14/2011	\$ 2,500.00	\$ 1,050.00	\$ 475.00	\$ 575.00	\$ 800.00	\$ 650.00	\$ 710.00
7/20/2011	\$ 2,530.00	\$ 750.00	\$ 225.00	\$ 575.00	\$ 600.00	\$ 525.00	\$ 535.00
1/10/2012	\$ 2,470.00	\$ 675.00	\$ 200.00	\$ 300.00	\$ 525.00	\$ 425.00	\$ 425.00
8/3/2012	\$ 2,470.00	\$ 350.00	\$ 275.00	\$ 650.00	\$ 525.00	\$ 500.00	\$ 460.00
1/17/2013	\$ 2,380.00	\$ 475.00	\$ 250.00	\$ 1,200.00	\$ 400.00	\$ 600.00	\$ 585.00
6 MONTH AVERAGE	\$ 2,392.86	\$ 625.00	\$ 407.14	\$ 607.14	\$ 600.00	\$ 478.57	\$ 543.57
ANNUALIZED AVERAGE	\$ 4,785.71	\$ 1,250.00	\$ 814.29	\$ 1,214.29	\$ 1,200.00	\$ 957.14	\$ 1,087.14

ORDINANCE No. ____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, RELATED TO AMENDING CHAPTER
CONCERNING "COUNCIL"

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to update the compensation for Council members reflected in the Van Meter Code of Ordinances.

SECTION 2: Amendment.

(A) Section 17.06 is hereby amended as follows:

17.06 COMPENSATION. The salary of each Council member is one thousand five hundred dollars (\$1,500.00) per year. ~~twenty five dollars (\$25.00) for each meeting of the Council attended.~~
(Code of Iowa, Sec. 372.13[8])

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this ____ day of _____, 2013, and approved this ____ day of _____, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #13 -

Ordinance amending Mayor Compensation

Submitted for:
Action

Recommendation:
Approval

Sample Motions:

I move to approve the first reading of the proposed Mayor Compensation ordinance amendment.

I move to waive the second reading of the proposed Mayor Compensation ordinance amendment.

I move to waive the third reading of the proposed Mayor Compensation ordinance amendment.

I move to approve and adopt the proposed Mayor Compensation ordinance amendment.

ORDINANCE No. _____

ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF VAN METER, IOWA, 2007, RELATED TO AMENDING CHAPTER
CONCERNING THE "MAYOR"

**BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF VAN METER,
IOWA:**

SECTION 1: Purpose. The purpose of this Ordinance is to update the compensation for the Mayor reflected in the Van Meter Code of Ordinances.

SECTION 2: Amendment.

(A) Section 15.04 is hereby amended as follows:

15.04 COMPENSATION. The salary of the Mayor is ~~two~~ five thousand dollars (\$25,000.00) per year, ~~plus thirty dollars (\$30.00) for every Council meeting attended.~~

(B) (Code of Iowa, Sec. 372.13[8])

SECTION 3: Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 4: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 5: Effective Date. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Passed by the City Council of the City of Van Meter, Iowa, on this _____ day of _____, 2013, and approved this _____ day of _____, 2013.

ALLAN ADAMS, MAYOR

ATTEST:

JAKE ANDERSON, CITY CLERK

Support for: Agenda Item #14 - Re-Organization Plan

Submitted for:

Discussion and Guidance and some Action

Recommendation:

Set the date and time for a public hearing on the public safety code amendments.

Sample Motions:

I move to hold a public hearing on the public safety ordinance amendments on June 10, 2013 at 7:00PM.

REORGANIZATION PLAN

Purpose and Intent

To promote economy, efficiency, and improved services, in the transaction of the public business in the various departments, agencies and instrumentalities. And to clean up and improve the reporting relationships between elected officials, appointed officials, management, and staff.

Overview

This plan lays out three phases of activity that will reorganize four existing departments with the goal of grouping like functions more closely together. It outlines a series of moves, including the development of an organizational chart, various updates to the Code of Ordinances and the overhaul and creation of a number of job descriptions.

Special Note: Each phase of this plan and the corresponding action items do not need to happen sequentially. Certain aspects of the plan will most certainly occur concurrently. A timeline is laid out for goal setting purposes only. The actual timelines may vary depending on a number of variables.

Phase I – ICMA General Management Recognition

The ICMA recognition process identifies local governments that, by ordinance, charter, or other legal document, have established positions of professional authority. Recognition means the community is identified as one that provides a legal framework conducive to the practice of professional management.

Action Item A: Develop an Organizational Chart

Timeline for completion – June, 2013

Action Item B: Code Updates

Timeline for completion – July, 2013

Action Item D: City Administrator Job Description

Timeline for completion – July, 2013

Action Item C: Formalize Council Liaison/Committees Assignments

Timeline for completion – July 2013

Action Item D: Submit application for ICMA Recognition

Timeline for completion – August, 2013

Phase II – Integration of Public Safety Functions

This portion of the reorganization plan will integrate the middle and upper management of the police, fire and emergency medical services and will clean up, and clarify various reporting relationships and policy contradictions.

Action Item A: Code Updates - creation of a Public Safety Department.
Timeline for Completion - July 1, 2013

Action Item B: Public Safety Director Job Description
Timeline for Completion - July 1, 2013

Action Item C: Appoint a Fire Chief and other officers
Timeline for Completion – January 1, 2014

Phase III – Integration of Administrative/Library Functions

This aspect of the reorganization plan will integrate administrative and library staff and will expand our abilities to meet the demands of operating the recreation complex. This phase will conclude with the consolidation of storefronts.

Action Item A: Library Board President begins informal discussions with board members about a new “administrative order” and the possibility of needing to ask the City Council to place code revisions on the ballot in November.
Timeline for completion – May 31, 2013

Action Item B: Library Board discusses the concept in open session and asks for the City Administrator to present revisions to Chapter 22 of the VM Code.
Timeline for completion – June Library Board Meeting

Action Item C: City Administrator presents code revisions to the Library Board
Timeline for completion – July Library Board Meeting

Action Item D: Library Board gives feedback on code revisions.
Timeline for completion – July 15, 2013

Action Item E: Library Board passes a resolution asking the City Council to place the proposed revisions to Chapter 22 on the ballot at the November City Election.
Timeline for completion – August Library Board Meeting

Action Item F: City Council votes to place the new “administrative order” for the Public Library on the ballot in November.
Timeline for completion – August City Council Meeting

Action Item G: Continue to cross-train staff.

Timeline for completion – December, 2013

Action Item H: Get out the Vote and campaign for an affirmative referendum.

Timeline for completion – November 2013

Action Item I: Implement the “New Administrative Order” and rearrange the physical space into one storefront.

Timeline for completion - December, 2013

Phase III of the City of Van Meter's Reorganization Plan – The Integration of Administrative/Library Functions

Vision Statement:

To provide personally tailored, highly efficient, and effective service(s) to meet the needs of the Van Meter Community with consistency, confidence, and professionalism.

Summary

The grouping the Public Library and City Hall more closely together is an economical, efficient, and common sense approach to improving services and reducing the likelihood of duplicating efforts. Further the integration of administrative and library staff cleans up and improves the reporting relationships between elected officials, appointed officials, management, and staff.

Acknowledgements

- 1) The Public Library is a key function of local government and is paramount to providing a higher quality of life for our citizens.
- 2) Citizen engagement is critical to the proper delivery of any City service.
- 3) The current legal framework for managing City Hall and the Public Library is inflexible and encourages staff to operate independently and without coordination.
- 4) Public employment law and the proper administration of human resources in a governmental setting can be daunting and difficult to negotiate for volunteers.
- 5) The individuals within our organization are highly trained and talented professionals who possess all the necessary skills required to navigate any situation.

Goals

- 1) To keep Citizens engaged in the policy making process of City government.
- 2) To reduce the burden placed on our volunteers.
- 3) To better utilize individual talent by ensuring the right people are in the right position(s).
- 4) To seek out and capitalize efficiencies.
- 5) To improve the City's corporate image.
- 6) To put in place simple management mechanisms needed for greater flexibility.

A New Administrative Order

This Phase (Phase III) of the reorganization plan calls for a shift in the retention and management of all library employees from the Library Board of Trustees to the City Administrator and ultimately the City Council. The City Administrator has a unique vantage point from which the library can more easily be supervised and controlled. Under this plan the Library Board of Trustees would take on an advisory role regarding the circulation and programming opportunities in the City of Van Meter.

From a practical perspective, Cross training between City Hall and Library staff is already in progress. As further integration occurs it is conceivable that the pay of one or more employees would need to be split and accounted for in more than one department. Allocating an individual employee's pay to more than one cost center occurs frequently in city governments and is easy to administer when the management of the employee is unified.

The Plan

Action Item A: Library Board President begins informal discussions with board members about a new “administrative order” and the possibility of needing to ask the City Council to place code revisions on the ballot in November.

Timeline for completion – May 31, 2013

Action Item B: Library Board discusses the concept in open session and asks for the City Administrator to present revisions to Chapter 22 of the VM Code.

Timeline for completion – June Library Board Meeting

Action Item C: City Administrator presents code revisions to the Library Board

Timeline for completion – July Library Board Meeting

Action Item D: Library Board gives feedback on code revisions.

Timeline for completion – July 15, 2013

Action Item E: Library Board passes a resolution asking the City Council to place the proposed revisions to Chapter 22 on the ballot at the November City Election.

Timeline for completion – August Library Board Meeting

Action Item F: City Council votes to place the new “administrative order” for the Public Library on the ballot in November.

Timeline for completion – August City Council Meeting

Action Item G: Continue to cross-train staff.

Timeline for completion – December, 2013

Action Item H: Get out the Vote and campaign for an affirmative referendum.

Timeline for completion – November 2013

Action Item I: Implement the “New Administrative Order” and rearrange the physical space into one storefront.

Timeline for completion - December, 2013

**A Question and Answer Exchange between State Library of Iowa Library Consultant
Maryann Mori and Van Meter City Administrator Jake Anderson**

-----Original Message-----

From: vanmeterpl@mchsi.com [mailto:vanmeterpl@mchsi.com]

Sent: Monday, April 29, 2013 4:40 PM

To: Maryann Mori; Rachel Backstrom

Subject: Fwd: Library Reorg Plan

Attached is Jake Anderson's written proposal. Please let me know if you both think we should meet and what you think of the proposal. Thank you!
Jolena

On Wed, May 1, 2013 at 11:18 AM, Maryann Mori [maryann.mori@lib.state.ia.us] wrote:

Thank you for the information, Jolena. I'm sorry I couldn't respond earlier; I was out of the office all day on Monday and Tuesday in order to attend the Kids First conference.

While I understand and appreciate the desire to streamline processes and to cooperate with the city, I caution the library board about agreeing to this proposal. It is the board's responsibility to evaluate the director--not the city's. While a library director is a city employee, the purpose of the library board is to keep the library out of the political arena. The set-up is a safeguard. I believe it could certainly be advisable for the library board to consult with the city in matters of employee evaluations (for instance, using the same evaluation form that is used with other city department heads, getting an assessment from the city administrator, etc.), but the ultimate job of evaluating the director is the duty of the trustees.

Your library ordinance refers to this duty. In section 2.44.060 of your library ordinance, which describes the board's powers and duties, part B states that the board is "to have charge, control and supervision of the public library...." Part C of that same section states that the board is "to direct and control all the affairs of the library." (Let me know if you need a copy of your ordinance; I can send one to you.)

My concern with the proposed plan from your city is that "control" of the library (or at least of overseeing the director) will no longer be a duty of the library board. In fact, the document you attached from Jake says, "A New Administrative Order This Phase (Phase III) of the reorganization plan calls for a shift in the retention and management of all library employees from the Library Board of Trustees to the

City Administrator and ultimately the City Council. The City Administrator has a unique vantage point from which the library can more easily be supervised and controlled. Under this plan the Library Board of Trustees would take on an advisory role regarding the circulation and programming opportunities in the City of Van Meter."

This proposal clearly indicates that control over the library director will "shift" from the Library Board to "ultimately the City Council." This is not advisable, and in fact it runs contrary to your

library's ordinance. In order to change your library's ordinance, you will have to put the proposal before the voters. The only way a library ordinance can be drastically altered is to put it before a vote of the citizens.

I would appreciate having the opportunity to meet with your board in this matter, as I believe it is an extremely important matter and one that should not be taken lightly. I would like to have the opportunity to share information with the entire board. Please let me know when I can visit your library and talk with them.

Maryann

Maryann Mori
Library Consultant, Iowa Library Services--Central District Office
1210 NW Prairie Ridge Dr., Ankeny, IA 50023
(866) 642-7917 maryann.mori@lib.state.ia.us

From: Jake Anderson [<mailto:janderson@vanmeteria.gov>]
Sent: Wednesday, May 01, 2013 5:03 PM
To: vanmeterpl@mchsi.com; 'Maryann Mori'; 'Rachel Backstrom'; 'sjwelker'; 'vickieb8365'
Cc: 'John'; 'lthompson'; 'Lisa Boyd'; 'Rachel Backstrom'; 'aedurflinger'; 'Daniel Koster'; 'allan b adams'; chiefcooter@mchsi.com; 'Richard Booge'; adamcoyle1@gmail.com; jrwiederholt@q.com; kim.sacker@iid.iowa.gov
Subject: RE: Re: Library Reorg Plan

Maryann:

Thank you for your comments. I appreciate the feedback. The plan fully recognizes the existing structure, the current text of the Van Meter Code of Ordinances, and the State law requiring a referendum to alter the current paradigm. I'd like to explore the concept of an autonomous library board a bit further. You mention that, "the purpose of the library board is to keep the library out of the political arena." and that, "The set-up is a safeguard." I need your help understanding a couple of things related to this.

What is desirable about being insulated from a community's body politic? The only real reason that I have been able to ascertain is that, above all else, we seek to protect intellectual freedom. We want to fortify the library's circulation, programing, and policies against the corruption of ideological dogma. That reason is more than sufficient for wanting to distance the library from politics but if there are other reasons for keeping the library apolitical then I need help identifying them.

How is a board best situated to accomplish a separation from politics? Let us keep in mind that politics is the art or science of influencing people on a civic, or individual level, when there are more than 2 people involved. Further it is important to note that the Library Board of Trustees is made up of individual members who are politically appointed by the Mayor and Council and they can be removed by the Mayor and Council through a simple political process. The fact is

that the Library Board, although inadvertently, has put extraordinary and entirely unnecessary political pressures on the Library by virtue of its own politics, its politics with the Mayor and City Council, and at times petty office politics – and this is not unique to Van Meter.

We would do well to learn from the scholarly work of Woodrow Wilson. In his famous 1886 treatise, *The Study of Administration* Wilson asserts that, “administration lies outside the proper sphere of politics.” It is that politics-administration dichotomy that will provide the most security to intellectual freedom as it relates to library services. Higher numbers of decision makers directly leads to more politics. Ensuring that politics do not corrupt the efficient, effective, and responsible administration of any public service, particularly libraries, is best done through the recognition, retention, and utilization of professional administrators that are highly trained and beholden to a professional code of ethics.

It is clear that if we aim to keep the library out of politics then there are better ways for us to accomplish that goal and position the entire organization in a manner that allows us the flexibility to meet the public’s increasing demands. Simply put, the existing structure has the unintended consequence of encouraging staff to operate in silos and injects politics into a place where politics are inappropriate.

Please let me know if there are other questions or concerns about the proposal. These are big ideas and it certainly warrants serious discussion but at the end of the day, after we fully understand the rationale for the way in which we organize ourselves, we must do what is best for Van Meter.

Sincerely,
Jake

From: Maryann Mori [<mailto:maryann.mori@lib.state.ia.us>]
Sent: Friday, May 03, 2013 4:27 PM
To: Jake Anderson; vanmeterpl@mchsi.com; Rachel Backstrom; sjwelker; vickieb8365
Cc: John; lthompson; Lisa Boyd; Rachel Backstrom; aedurflinger; Daniel Koster; allan b adams; chiefcooter@mchsi.com; Richard Booge; adamcoyle1@gmail.com; jrwiederholt@q.com; kim.sacker@iid.iowa.gov
Subject: RE: Re: Library Reorg Plan

Dear Jake:

I appreciated reading your message, and I value your thoughtful response and concern for the library.

Let me first of all say that I am a huge proponent of cooperative city/library relationships. As former director of Waukee Public Library, that was one of my goals, which I am happy to say I accomplished (many people commented they could “see” the improvements—not that things were terrible there, but regardless of a situation, improvements can always be made). I don’t want you to think that my concern about the proposal for Van Meter PL is an opposition to

cooperation with the city. Jolena has mentioned many times about the good working relationship she has with you and other city personnel, and I can't stress enough how important that kind of relationship is for a library.

You are correct that the primary reason public library boards have been established as autonomous is for the protection and promotion of intellectual freedom, that is, the process of providing access to all information to all users. I will add that Iowa is not unique in this set-up; most public libraries in the U.S. follow this plan. Intellectual freedom is not an isolated concept. The primary protectors of this freedom at the library are the director and trustees. It is the director who oversees the development, acquisitions, cataloging, shelving and maintenance of the library's collection. Oversight of the director is oversight of the collection, which is oversight of intellectual freedom. One is not separate from the other. This fact is likely the reason public libraries have been established with autonomy.

I do not believe the library is completely insulated from politics even with this autonomy. As you noted, it is the mayor (a political figure) who appoints the trustees to the library board. It's not a "perfect" (nor an "imperfect") system. But the overall control of the library, which would include oversight and evaluation of the director, is the responsibility of the trustees, as noted in the library's ordinance. I have previously suggested that the trustees could cooperate with the city and consult with you (or other city representatives) regarding the evaluation of the director (for instance, utilizing the same evaluation form that the city uses for other department heads, asking you and/or other city personnel to provide personal observations/evaluations that are taken into consideration with the board's overall evaluation, etc.).

I do believe that if your city opts to adopt the proposed plan of having oversight of the director done by the city administrator or city council, then that change would need to go before a public vote. As I mentioned in my previous email, the library's ordinance can only be changed through a vote by the citizens of the community, as you obviously know. I consulted with Nancy Medema, Program Director of Library Support Network at Iowa Library Services, about this topic, and she agrees that the kind of change you're proposing would necessitate a change to the ordinance and therefore a public vote. I recommend that you confer with your city attorney for legal advice. You may also want to consult the state law library at law.library@lib.state.ia.us for information regarding this topic.

I truly appreciate your support of the library and your concerns for it. Please let me know if you have additional questions.

Sincerely,

Maryann

Maryann Mori

Library Consultant, Iowa Library Services--Central District Office
1210 NW Prairie Ridge Dr., Ankeny, IA 50023
(866) 642-7917 maryann.mori@lib.state.ia.us

From: Jake Anderson [<mailto:janderson@vanmeteria.gov>]

Sent: Monday, May 06, 2013 11:02 AM

To: vanmeterpl@mchsi.com; 'Maryann Mori'; 'Rachel Backstrom'; 'sjwelker'; 'vickieb8365'

Cc: 'John'; 'lthompson'; 'Lisa Boyd'; 'Rachel Backstrom'; 'aedurflinger'; 'Daniel Koster'; 'allan b adams'; chiefcooter@mchsi.com; 'Richard Booge'; adamcoyle1@gmail.com; jrwiederholt@q.com; kim.sacker@iid.iowa.gov

Subject: RE: Re: Library Reorg Plan

Maryann:

Thanks for taking the time to reply to my message. Admittedly, the proposal breaks from the status quo in the management of library services state-wide if not nationally. However, Van Meter is small enough that we can experiment with new and innovative ideas without causing any interruption to the services we provide. The plan is not grounded in what the City's library ordinance currently says but rather the larger question, "How should we govern the Van Meter Public Library moving forward?" The plan contemplates making improvements to the protection of intellectual freedom while maintaining and focusing citizen engagement for the cultivation of high quality services. It provides the overall organization with flexibility so we can better utilize the staff resources already on the payroll. All the while, taking into account the need for a referendum to implement the proposal.

I recognize the hurdles that lay ahead. Securing an affirmative vote in an off election year is no small task particularly when the proposal disrupts the status quo. Change is not easy and the transition is made more difficult when there is the perception that there is an encroachment. In this instance the simple truth is that those values we hold most sacred are only being reinforced in a manner that serves the best interests of Van Meter.

Sincerely,
Jake



CITY OF VAN METER
DEPARTMENT OF PUBLIC SAFETY
FIRE – POLICE – EMS

505 GRANT STREET VAN METER, IOWA 50261
HQ: 515-996-2644 – FAX: 515-996-2207 – CELL: 515-202-4154



April 18, 2013

Mayor Adams & Van Meter City Council
505 Grant Street
Van Meter, Iowa 50261

Wm. Daggett, Chief of Police
Gary Herrick, Fire Chief

Mayor Adams & Members of the Council,

The Van Meter Police Department and Van Meter Fire Department have been presented with a unique opportunity to work together as partners in providing public safety services to the citizens of Van Meter. As such we researched the concept and have approached the membership of the Van Meter Fire Department and Van Meter Police Department about the idea of forming a Department of Public Safety. We have received positive feedback and support for the program from both groups. It is with this in mind that we are asking the elected officials to implement the Department of Public Safety as outlined by the City Administrator.

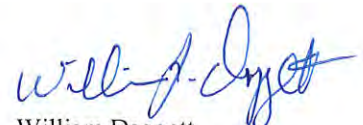
We see the cooperative effort as providing many benefits to the community such as:

- A coordinated response to emergency situations by fire, police and E.M.S. personnel who are cross-trained to respond to all types of emergencies.
- Enhancement of fire and E.M.S. services as police personnel are cross-trained as firefighters and E.M.S. responders. This allows for an immediate increase in fire and E.M.S. responders as we work at recruiting new members to the fire service.
- The inclusion of full-time employees into all sections of emergency services allows the City Administrator to present to potential businesses a well staffed and professional organization that can compete with other communities.

We as department heads see this as a positive step for the future of the community and to help set a solid foundation as the community grows for providing the best public safety services possible. Please consider this as a statement by members of both organizations as full support for implementation of this program.

Thank You,


Gary Herrick
Fire Chief


William Daggett
Police Chief

CHAPTER 34

PUBLIC SAFETY DEPARTMENT

34.01 Public Safety Department Established

34.02 Organization

34.03 Public Safety Director

34.04 Compensation 34.05 Training

34.06 Delegation of Duties

- 34.01 PUBLIC SAFETY DEPARTMENT ESTABLISHED.** A Public Safety Department is hereby established which shall consist of the Police, Emergency Medical and Fire Departments under the supervision of the Public Safety Director.
- 34.02 ORGANIZATION.** The Police and Fire Departments shall operate as separate subdivisions of the Public Safety Department. Each department shall have a chief who is appointed by the Mayor and Council upon the recommendation of the Public Safety Director and City Administrator. The Public Safety Director shall report and be responsible to the City Administrator. The Public Safety Director may delegate duties and create organizational structure so as to best facilitate public safety services in the City of Van Meter.
- 34.03 PUBLIC SAFETY DIRECTOR.** The Public Safety Department shall be under the supervision of a Public Safety Director appointed by the Mayor and Council upon the recommendation of the City Administrator. The Public Safety Director shall have duties and responsibilities as established by the Council and as set forth in the job description adopted by the Council.
- 34.04 COMPENSATION.** The Public Safety Director shall receive compensation as established by the Council and set forth in a written contract approved by the Council by resolution.
- 34.05 TRAINING.** The Public Safety Director shall have knowledge of both law enforcement and fire protection and shall be versed in both disciplines to the extent that the Director is capable of managing both departments and have a good working knowledge of both departments' functions.
- 34.06 DELEGATION OF DUTIES.** The Public Safety Director may delegate duties to the chiefs of both the Police and Fire Departments as he/she determines necessary to carry out the respective responsibilities of each department.

CHAPTER 30

POLICE DEPARTMENT

30.01 Department Established
30.02 Organization
30.03 Peace Officer Qualifications
30.04 Required Training
30.05 Compensation
30.06 Police Chief Appointed

30.07 Police Chief: Duties
30.08 Departmental Rules
30.09 Summoning Aid
30.10 Taking Weapons
30.11 Contract Law Enforcement

30.01 DEPARTMENT ESTABLISHED. The police department of the City is established to provide for the preservation of peace and enforcement of law and ordinances within the corporate limits of the City.

30.02 ORGANIZATION. The department consists of the Police Chief and such other law enforcement officers and personnel, whether full or part time, as may be authorized by the Council.

30.03 PEACE OFFICER QUALIFICATIONS. In no case shall any person be selected or appointed as a law enforcement officer unless such person meets the minimum qualification standards established by the Iowa Law Enforcement Academy.

(Code of Iowa, Sec. 80B.11)

30.04 REQUIRED TRAINING. All peace officers shall have received the minimum training required by law at an approved law enforcement training school within one year of employment. Peace officers shall also meet the minimum in-service training as required by law.

*(Code of Iowa, Sec. 80B.11[2])
(IAC, 501-3 and 501-8)*

30.05 COMPENSATION. Members of the department are designated by rank and receive such compensation as shall be determined by resolution of the Council.

30.06 POLICE CHIEF APPOINTED. The Public Safety Director is ex officio Police Chief and has the duties, powers and functions prescribed in this chapter, by State law and other ordinances of the City. ~~The Mayor shall appoint and dismiss the Police Chief subject to the consent of a majority of the Council.~~

(Code of Iowa, Sec. 372.4)

30.07 POLICE CHIEF: DUTIES. The Police Chief has the following powers and duties subject to the approval of the Council.

(Code of Iowa, Sec. 372.13[4])

1. General. Perform all duties required of the Police Chief by law or ordinance.
2. Enforce Laws. Enforce all laws, ordinances and regulations and bring all persons committing any offense before the proper court.
3. Writs. Execute and return all writs and other processes directed to the Police Chief.

4. Accident Reports. Report all motor vehicle accidents investigated to the State Department of Transportation.

(Code of Iowa, Sec. 321.266)

5. Prisoners. Be responsible for the custody of prisoners, including conveyance to detention facilities as may be required.

6. Assist Officials. When requested, provide aid to other City officers, boards and commissions in the execution of their official duties.

7. Investigations. Provide for such investigation as may be necessary for the prosecution of any person alleged to have violated any law or ordinance.

8. Record of Arrests. Keep a record of all arrests made in the City by showing whether said arrests were made under provisions of State law or City ordinance, the offense charged, who made the arrest and the disposition of the charge.

9. Reports. Compile and submit to the Mayor and Council an annual report as well as such other reports as may be requested by the Mayor or Council.

10. Command. Be in command of all officers appointed for police work and be responsible for the care, maintenance and use of all vehicles, equipment and materials of the department.

30.08 DEPARTMENTAL RULES. The Police Chief shall establish such rules, not in conflict with the Code of Ordinances, and subject to the approval of the Council, as may be necessary for the operation of the department.

30.09 SUMMONING AID. Any peace officer making a legal arrest may orally summon as many persons as the officer reasonably finds necessary to aid the officer in making the arrest.

(Code of Iowa, Sec. 804.17)

30.10 TAKING WEAPONS. Any person who makes an arrest may take from the person arrested all items which are capable of causing bodily harm which the arrested person may have within such person's control to be disposed of according to law.

(Code of Iowa, Sec. 804.18)

30.11 CONTRACT LAW ENFORCEMENT. In lieu of the appointment of a police chief by the Mayor as provided by Section 30.06, the Council may contract with the County Sheriff or any other qualified lawful entity to provide law enforcement services within the City and in such event the Sheriff or such other entity shall have and exercise the powers and duties of the Police Chief as provided herein.

(Code of Iowa, Sec. 28E.30)

CHAPTER 35

FIRE DEPARTMENT

35.01 Establishment and Purpose
 35.02 Organization
 35.03 Training
 35.04 Compensation
 35.05 Election of Officers
 35.06 Fire Chief: Duties
 35.07 Obedience to Fire Chief

35.08 Constitution
 35.09 Accidental Injury Insurance
 35.10 Liability Insurance
 35.11 Calls Outside City
 35.12 Mutual Aid
 35.13 Authority to Cite Violations
 35.14 Emergency Rescue Service

35.01 ESTABLISHMENT AND PURPOSE. A volunteer fire department is hereby established to prevent and extinguish fires and to protect lives and property against fires, to promote fire prevention and fire safety, and to answer all emergency calls for which there is no other established agency.

(Code of Iowa, Sec. 364.16)

35.02 ORGANIZATION. The department consists of the Fire Chief and such other officers and personnel as may be authorized by the Council.

(Code of Iowa, Sec. 372.13[4])

35.03 TRAINING. All members of the department shall meet the minimum training standards established by the State Fire Marshal and attend and actively participate in regular or special training drills or programs as directed by the Fire Chief.

(Code of Iowa, Sec. 100B.2[4])

35.04 COMPENSATION. Members of the department shall be designated by rank and receive such compensation as shall be determined by resolution of the Council.

(Code of Iowa, Sec. 372.13[4])

35.05 ~~ELECTION-APPOINTMENT OF OFFICERS.~~ The Director of Public Safety and the City Administrator shall appoint a Fire Chief for a two-year term subject to the approval of the Mayor and City Council. ~~department shall elect a Fire Chief for a one-year term and The Fire Chief shall appoint~~ such other officers as its constitution and bylaws may provide, but subject to the election-approval of the Director of Public Safety of the Fire Chief shall be subject to the approval of the Council. In case of absence of the Fire Chief, the officer next in rank shall be in charge and have and exercise all the powers of Fire Chief.

35.06 FIRE CHIEF: DUTIES. The Fire Chief shall perform all duties required of the Fire Chief by law or ordinance, including but not limited to the following:

(Code of Iowa, Sec. 372.13[4])

1. Enforce Laws. Enforce ordinances and laws regulating fire prevention and the investigation of the cause, origin and circumstances of fires.
2. Technical Assistance. Upon request, give advice concerning private fire alarm systems, fire extinguishing equipment, fire escapes and exits and development of fire emergency plans.
3. Authority at Fires. When in charge of a fire scene, direct an operation as necessary to extinguish or control a fire, perform a rescue operation, investigate the existence of a suspected or reported fire, gas leak, or other hazardous condition, or take any other action deemed necessary in the reasonable performance of the department's duties.

(Code of Iowa, Sec. 102.2)

4. Control of Scenes. Prohibit an individual, vehicle or vessel from approaching a fire scene and remove from the scene any object, vehicle, vessel or individual that may impede or interfere with the operation of the Fire Department.

(Code of Iowa, Sec. 102.2)

5. Authority to Barricade. When in charge of a fire scene, place or erect ropes, guards, barricades or other obstructions across a street, alley, right-of-way, or private property near the location of the fire or emergency so as to prevent accidents or interference with the fire fighting efforts of the Fire Department, to control the scene until any required investigation is complete, or to preserve evidence related to the fire or other emergency.

(Code of Iowa, Sec. 102.3)

6. Command. Be charged with the duty of maintaining the efficiency, discipline and control of the Fire Department. The members of the Fire Department shall, at all times, be subject to the direction of the Fire Chief.

7. Property. Exercise and have full control over the disposition of all fire apparatus, tools, equipment and other property used by or belonging to the Fire Department.

8. Notification. Whenever death, serious bodily injury, or property damage in excess of \$200,000 has occurred as a result of a fire, or if arson is suspected, notify the State Fire Marshal's Division immediately. For all other fires causing an estimated damage of \$50.00 or more or emergency responses by the Fire Department, file a report with the Fire Marshal's Division within ten (10) days following the end of the month. The report shall indicate all fire incidents occurring and state the name of the owners and occupants of the property at the time of the fire, the value of the property, the estimated total loss to the property, origin of the fire as determined by investigation, and other facts, statistics, and circumstances concerning the fire incidents.

(Code of Iowa, Sec. 100.2 & 100.3)

9. Right of Entry. Have the right, during reasonable hours, to enter any building or premises within the Fire Chief's jurisdiction for the purpose of making such investigation or inspection which under law or ordinance may be necessary to be made and is reasonably necessary to protect the public health, safety and welfare.

(Code of Iowa, Sec. 100.12)

10. Recommendation. Make such recommendations to owners, occupants, caretakers or managers of buildings necessary to eliminate fire hazards.

(Code of Iowa, Sec. 100.13)

11. Assist State Fire Marshal. At the request of the State Fire Marshal, and as provided by law, aid said marshal in the performance of duties by investigating, preventing and reporting data pertaining to fires.

(Code of Iowa, Sec. 100.4)

12. Records. Cause to be kept records of the Fire Department personnel, fire fighting equipment, the number of responses to alarms, their cause and location, and an analysis of losses by value, type and location of buildings.

13. Reports. Compile and submit to the Mayor and Council an annual report of the status and activities of the department as well as such other reports as may be requested by the Mayor or Council.

35.07 OBEDIENCE TO FIRE CHIEF. No person shall willfully fail or refuse to comply with any lawful order or direction of the Fire Chief.

35.08 CONSTITUTION. The department shall adopt a constitution and bylaws as they deem calculated to accomplish the object contemplated, and such constitution and bylaws and any change or amendment to such constitution and bylaws before being effective, must be approved by the Council.

35.09 ACCIDENTAL INJURY INSURANCE. The Council shall contract to insure the City against liability for worker's compensation and against statutory liability for the costs of hospitalization, nursing, and medical attention for volunteer fire fighters injured in the performance of their duties as fire fighters whether within or outside the corporate limits of the City. All volunteer fire fighters shall be covered by the contract.

(Code of Iowa, Sec. 85.2, 85.61 and Sec. 410.18)

35.10 LIABILITY INSURANCE. The Council shall contract to insure against liability of the City or members of the department for injuries, death or property damage arising out of and resulting from the performance of departmental duties within or outside the corporate limits of the City.

(Code of Iowa, Sec. 670.2 & 517A.1)

35.11 CALLS OUTSIDE CITY. The department shall answer calls to fires and other emergencies outside the City limits if the Fire Chief determines that such emergency exists and that such action will not endanger persons and property within the City limits.

(Code of Iowa, Sec. 364.4[2 & 3])

35.12 MUTUAL AID. The Council shall be the sole body with authority to enter into mutual aid agreements and/or contracts with neighboring municipalities and townships for the furnishing of fire related services during emergencies or otherwise. The Council shall also establish rules governing aid to areas not covered by such agreements. The department shall be bound by such agreements and rules.

(Code of Iowa, Sec. 364.4[2 & 3])

35.13 AUTHORITY TO CITE VIOLATIONS. Fire officials acting under the authority of Chapter 100 of the Code of Iowa may issue citations in accordance to Chapter 805 of the Code of Iowa, for violations of state and/or local fire safety regulations.

(Code of Iowa, Sec. 100.41)

35.14 EMERGENCY RESCUE SERVICE. The department is authorized to provide emergency rescue services, and the accidental injury and liability insurance provided for herein shall include such operation.

o o o o o o o o o

Support for: Agenda Item #15 -

RAGBRAI Discussion/Guidance

Submitted for:
Information/Discussion and Guidance

Recommendation:

Sample Motions:

Support for: Agenda Item #16 - Reports

Submitted for:
Information

Recommendation:

Sample Motions:

April stats 2013

WILBOR check outs 13

Number of items circulated 790

Rural route 32

Open Access 15

Inter Library Loans 10 items sent out 10 items received

Fines/guilt \$6.00

Number of items added to the collection 58 (34 purchased and 24 donated)

6 new patrons (4 city and 2 open access)

0 adds and deletes to the SILO database

Reference requests 119

Jake Anderson

From: herrick_gary@juno.com
Sent: Friday, May 10, 2013 12:19 AM
To: janderson@vanmeteria.gov
Subject: Fire Dept Report

Some members of the Fire Dept have started the much needed pressure testing of all the hose. This took several hours one day and the process is approximately half done. Some of the hose did not pass the test and had to be removed from service.

No virus found in this message.

Checked by AVG - www.avg.com

Version: 2013.0.3336 / Virus Database: 3162/6312 - Release Date: 05/09/13



VAN METER POLICE DEPARTMENT

MONTHLY ACTIVITY REPORT

MONTH OF APRIL, 2013

MONTHLY CALLS FOR SERVICE

<u>CASE NUMBER</u>	<u>DATE</u>	<u>CALL TYPE</u>	<u>LOCATION</u>	<u>SYNOPSIS CALL FOR SERVICE</u>
2013-0099	4-1-13	WELFARE CHECK	513 PLEASANT	DCSO DISPATCH TO CHECK ON A FEMALE WHOSE LIFELINE ACTIVATED. SHE WAS OKAY.
2013-0100	4-1-13	BARKING DOG	209 FELLER CURVE	REPORT OF BARKING DOG ALL DAY. I DID NOT LOCATE THE DOG.
2013-0101	4-1-13	VEHICLE UNLOCK	5175 KELSEY	WAIVER WAS SIGNED AND VEHICLE UNLOCKED
2013-0102	4-2-13	AGENCY ASSIST	35000 R AVE	WINDOW FRAME IN ROADWAY. DCSO REQUEST I REMOVE IT AND IT WAS REMOVED.
2013-0103	4-2-13	VEHICLE UNLOCK	412 ELM STREET	WAIVER SIGNED AND VEHICLE UNLOCKED
2013-0104	3-4-13	MV ACCIDENT	100 HAZEL STREET	NON-REPORTABLE ACCIDENT REPORT TAKEN
2013-0105	4-3-13	ALARM	CASEY'S	COMMERICAL ALARM. ALARM CHECKED AND BUILDING SECURE.
2013-0106	4-3-13	GRASS FIRE	33000 U PLACE	REPORT OF GRASS FIRE WITH SMOKE OVER THE INTERSTATE. I RESPONDED AND STOODBY
2013-0107	4-3-13	THEFT	CASEY'S	CASEY'S REPORTED A GAS DRIVE OFF. CRIMINAL REPORT TAKEN.
2013-0108	4-4-13	BARKING DOG	200 HAZEL STREET	REPORT OF DOG BARKING IN THE AREA. DOG WAS NOT BARKING UPON ARRIVAL.
2013-0109	4-4-13	DOG AT-LARGE	CASEY'S	CASEY'S REPORTED DOG ON THE LOT. UPON ARRIVAL THE OWNER HAD PICKED UP THE DOG.
2013-0110	4-4-13	SUSPICIOUS VEHICLE	100 ELM STREET	REPORT OF A SUSPICIOUS VEHICLE IN TOWN.
2013-0111	4-7-13	DOMESTIC DISPUTE	121 HAZEL STREET	REPORT OF VERBAL FIGHT AT THIS LOCATION. MALE WAS GONE UPON LAW ENFORCMENTS ARRIVAL
2013-0112	4-7-13	SUSPICIOUS VEHICLE	VAN METER LIBRARY	SUBJECT HUNCHED OVER IN CAR WITH COAT OVER HEAD. HE WAS USING THE INTERNET AND COUND NOT SEE
2013-0114	4-9-13	MARIJUANA ODOR	121 S HAZEL STREET	LAW ENFORCEMENT RESPONDED AND DID NOT LOCATE AND ODOR
2013-0115	4-10-13	WELFARE CHECK	200 ELLIS	REQUEST CHECK WELFARE OF RESIDENT.
2013-0116	4-10-13	PARKING COMPLAINT	400 PLEASANT	RESIDENT COMPLAINT OF PARKING. I SPOKE WITH THE VEHICLE OWNER.
2013-0117	4-11-13	THEFT	505 GRANT STREET	A RESIDENT REPORTED A THEFT THAT TURNED INTO A CIVIL ISSUE REGARDING PROPERTY
2013-0118	4-11-13	DISORDERLY CONDUCT	224 WILSON STREET	RESIDENT REPORTED A DISPUTE AT THIS LOCATION AND I WAS UNABLE TO LOCATE
2013-0119	4-15-13	PARKING COMPLAINT	VM POST OFFICE	POST OFFICE REPORTING AN ILLEGAL PARKER. I SPOKE WITH THE PARKER.

2013-0120	4-15-13	HARASS- MENT	VM SCHOOLS	STUDENT REPORTING HARASSMENT. THE SUSPECT WAS CONTACTED AND TOLD TO STOP
2013-0121	4-17-13	TRESPASS	VM SCHOOLS	STUDENT REFUSED TO LEAVE PREMISE AT ADMINISTRATION DIRECTION. REMOVED BY L.E.
2013-0122	4-17-13	ALARM	2421 PINE COURT	ACTIVE ALARM RESIDENCE CHECKED SECURE
2013-0123	4-18-13	PEDDLERS	200 ELM STREET	REPORT OF PEDDLERS. THEY WERE LOCATED AND ASKED TO LEAVE TOWN.
2013-0124	4-19-13	AGENCY ASSIST	113 MM I-80	ASSIST ISP TROOPER 220 WITH ARREST ON POSSESSION OF MARIJUANA WITH INTENT TO DISTRIBUTE.
2013-0125	4-20-13	RECKLESS DRIVING	300 ELM STREET	RESIDENT REPORTING A STUDENT DRIVING RECKLESS. IT WAS DEALT WITH AT PROM
2013-0126	4-23-13	DISORDERLY CONDUCT	316 WILSON STREET	A COUPLE WAS ARGUING OUTSIDE THE RESIDENCE AND WERE INTOXICATED. THEY WERE GONE UPON ARRIVAL.
2013-0127	4-25-13	JUVENILE ISSUE	1000 MEYER COURT	PARENTS REQUESTING HELP WITH A JUVENILE. HE WAS CALMED DOWN.
2013-0128	4-26-13	ROAD RAGE	415 GRANT STREET	RESIDENT REPORTED HIS NEIGHBOR AND HE GOT IN A VERBAL ALTERCATION. HE JUST WANTED ME TO KNOW.
2013-0129	4-26-13	WELFARE CHECK	FAT RANDI'S	FEMALE WANTING HER BOYFRIEND CHECKED ON BECAUSE HER EX-BOYFRIEND WAS GOING TO ASSAULT HIM
2013-0130	4-27-13	ALARM	VM SCHOOLS	ACTIVE ALARM DISREGARDED BY WAYNE DUNBAR
2013-0131	4-29-13	CRIMINAL MISCHIEF 2 ND	128 WILSON STREET	REPORT OF DAMAGE DONE TO THE HOME AND A VEHICLE. SIX JUVENILE SUSPECTS WERE IDENTIFIED AND CHARGED THROUGH JUVENILE COURT WITH FELONY PROPERTY DAMAGE AND TRESPASSING

ADMINISTRATIVE UPDATE

I have worked on the following issues during the month of April related to management of police operations:

1. The reserve officer's and myself qualified with duty firearms at the Des Moines Pistol and Rifle Club under Iowa Law Enforcement Academy instructor Bob Krause. Bob is a Sergeant with the Des Moines Police Department and President of the club. I greatly appreciate the clubs assistance in supporting our police department.
2. RAGBRAI – I have attended meetings related to RAGBRAI and how public safety will respond for that day. I met with the fire department command and discussed personnel, vehicle placement and response protocols. I will be meeting with them again to formulate an actual operations order for the day that will be distributed to the City Administrator, Mayor and Council so they are briefed on how operations will be conducted. I have approval from JAAG for \$600.00 for RAGBRAI to hire an officer(s) for the day. This is \$600 we will not have to spend out of city funds for public safety for the day.
3. I have been working on the finalization of the preparations for the new vehicle. We have a new business in town that does vehicle graphics. Zachary Wesselman is one of the owners and he is working on designs for the car. I will present them in June for input.

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4. I made a request of the Dallas County 911 Board to purchase portable radios to be used by the reserve officers. The board was kind enough to purchase three Motorola CP200 radios for the department. They have been ordered and will be here in time for Raccoon River Days.

COMMUNITY POLICING UPDATE

The following strides have been made in the community related to community policing:

1. Please place August 6, 2013 on your calendar. I will be asking the Mayor and Council to please participate in either block parties or an event in the city. I continue to present through the newsletter a neighborhood watch program to the community. I have had excellent feedback and several residents have stepped forward to ask to be block captains. I will continue to foster this program with a goal of having National Night Out on August 6, 2013. Neighborhood Watch signs along with Slow We Love Our Children signs will be placed throughout the city in July and August of 2013.



As always if you have any questions or concerns let me know. I invite each of you to come ride or spend time with me at the schools seeing how your police department works.

Respectfully Submitted,

William J. Daggett

William J. Daggett
Chief of Police

Phase III of the City of Van Meter's Reorganization Plan – The Integration of Administrative/Library Functions

Vision Statement:

To provide personally tailored, highly efficient, and effective service(s) to meet the needs of the Van Meter Community with consistency, confidence, and professionalism.

Summary

The grouping the Public Library and City Hall more closely together is an economical, efficient, and common sense approach to improving services and reducing the likelihood of duplicating efforts. Further the integration of administrative and library staff cleans up and improves the reporting relationships between elected officials, appointed officials, management, and staff.

Acknowledgements

- 1) The Public Library is a key function of local government and is paramount to providing a higher quality of life for our citizens.
- 2) Citizen engagement is critical to the proper delivery of any City service.
- 3) The current legal framework for managing City Hall and the Public Library is inflexible and encourages staff to operate independently and without coordination.
- 4) Public employment law and the proper administration of human resources in a governmental setting can be daunting and difficult to negotiate for volunteers.
- 5) The individuals within our organization are highly trained and talented professionals who possess all the necessary skills required to navigate any situation.

Goals

- 1) To keep Citizens engaged in the policy making process of City government.
- 2) To reduce the burden placed on our volunteers.
- 3) To better utilize individual talent by ensuring the right people are in the right position(s).
- 4) To seek out and capitalize efficiencies.
- 5) To improve the City's corporate image.
- 6) To put in place simple management mechanisms needed for greater flexibility.

A New Administrative Order

This Phase (Phase III) of the reorganization plan calls for a shift in the retention and management of all library employees from the Library Board of Trustees to the City Administrator and ultimately the City Council. The City Administrator has a unique vantage point from which the library can more easily be supervised and controlled. Under this plan the Library Board of Trustees would take on an advisory role regarding the circulation and programming opportunities in the City of Van Meter.

From a practical perspective, Cross training between City Hall and Library staff is already in progress. As further integration occurs it is conceivable that the pay of one or more employees would need to be split and accounted for in more than one department. Allocating an individual employee's pay to more than one cost center occurs frequently in city governments and is easy to administer when the management of the employee is unified.

The Plan

Action Item A: Library Board President begins informal discussions with board members about a new “administrative order” and the possibility of needing to ask the City Council to place code revisions on the ballot in November.

Timeline for completion – May 31, 2013

Action Item B: Library Board discusses the concept in open session and asks for the City Administrator to present revisions to Chapter 22 of the VM Code.

Timeline for completion – June Library Board Meeting

Action Item C: City Administrator presents code revisions to the Library Board

Timeline for completion – July Library Board Meeting

Action Item D: Library Board gives feedback on code revisions.

Timeline for completion – July 15, 2013

Action Item E: Library Board passes a resolution asking the City Council to place the proposed revisions to Chapter 22 on the ballot at the November City Election.

Timeline for completion – August Library Board Meeting

Action Item F: City Council votes to place the new “administrative order” for the Public Library on the ballot in November.

Timeline for completion – August City Council Meeting

Action Item G: Continue to cross-train staff.

Timeline for completion – December, 2013

Action Item H: Get out the Vote and campaign for an affirmative referendum.

Timeline for completion – November 2013

Action Item I: Implement the “New Administrative Order” and rearrange the physical space into one storefront.

Timeline for completion - December, 2013